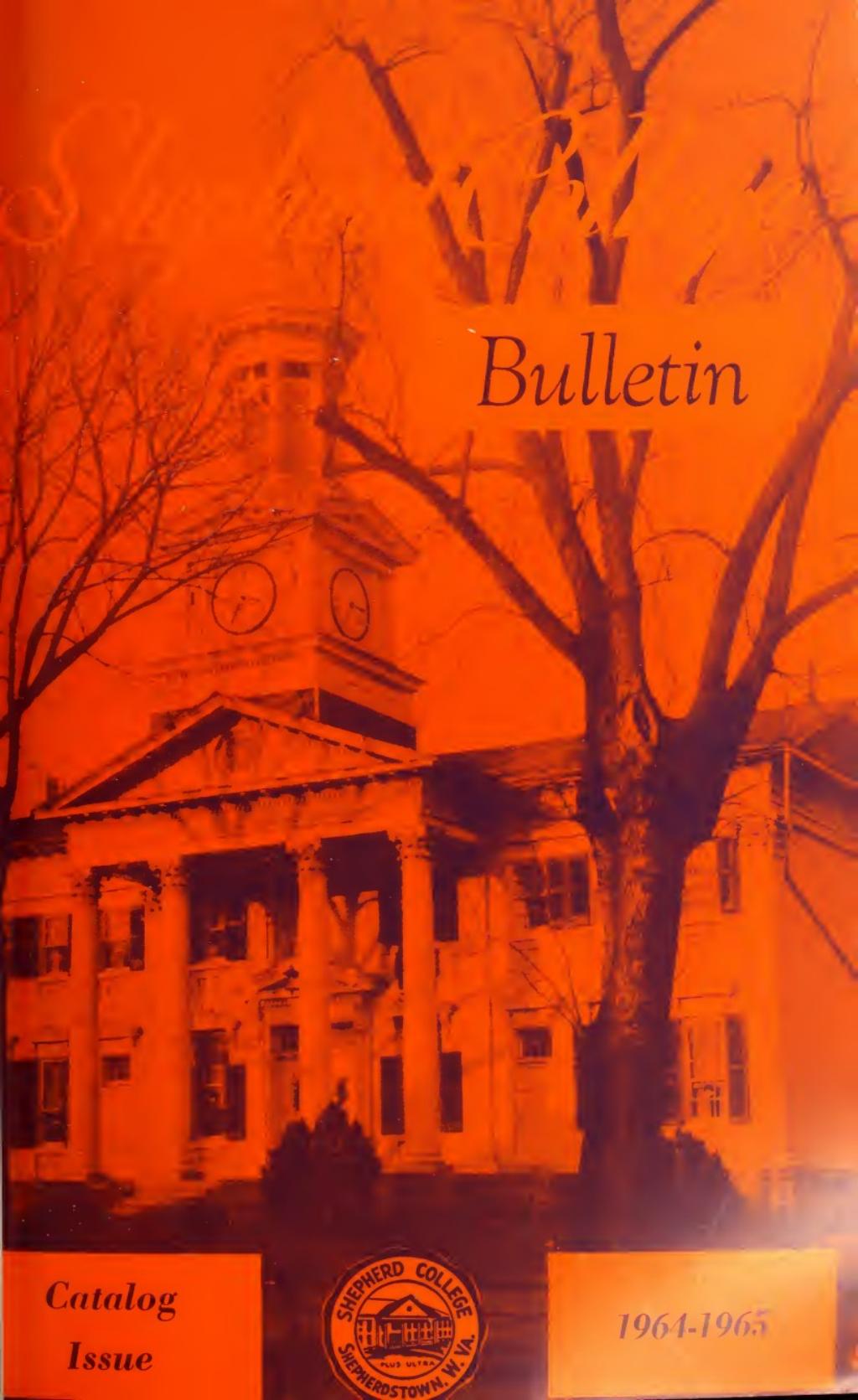




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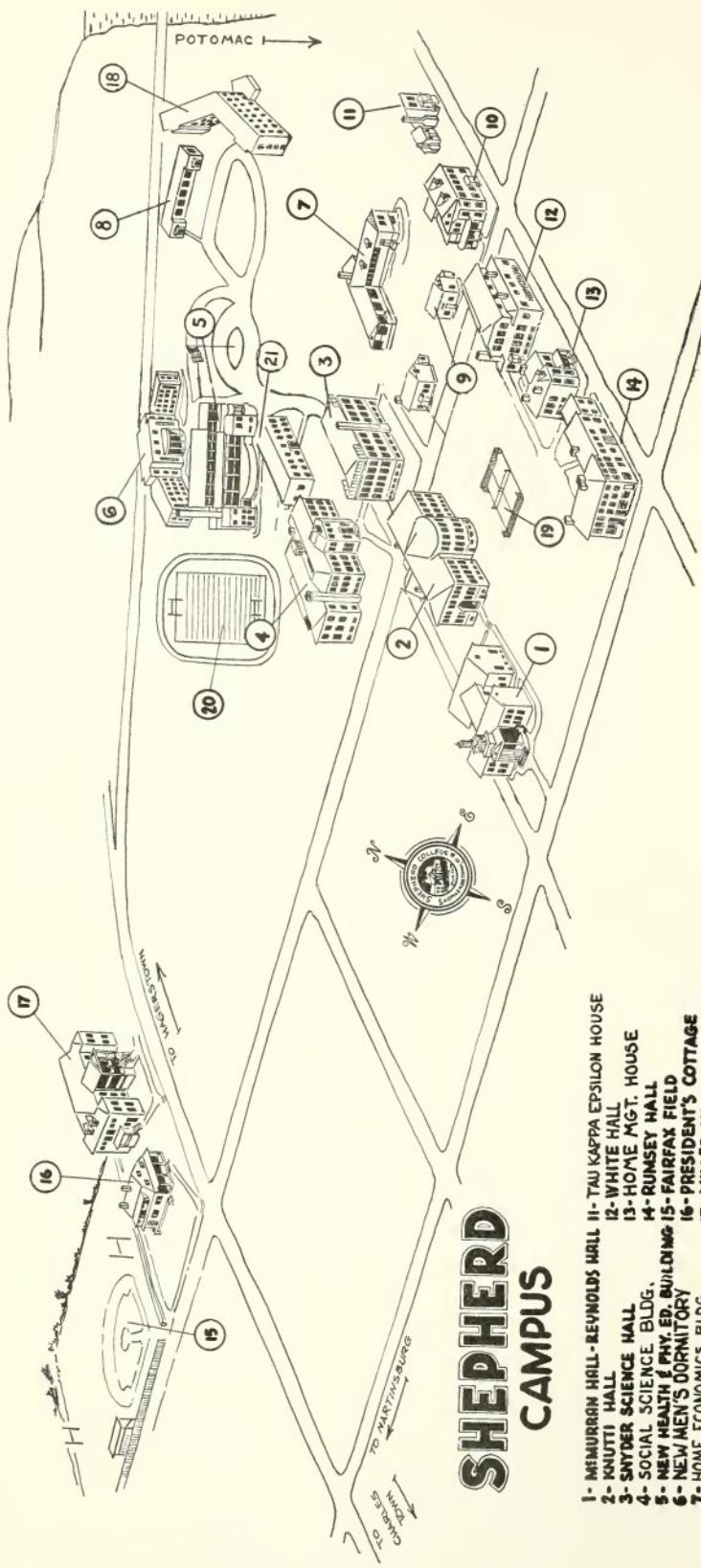


Bulletin

Catalog
Issue



1964-1965



SHEPHERD CAMPUS

- 1- MEMURRAN HALL - REYNOLDS HALL 11- TAU KAPPA EPSILON HOUSE
 2- KNUTTI HALL 12- WHITE HALL
 3- SANTER SCIENCE BLDG. 13- HOME MGT. HOUSE
 4- NEW SOCIAL SCIENCE BLDG. 14- RUNSEY HALL
 5- NEW HEALTH & PHY ED. BUILDING 15- FAIRFAX FIELD
 6- NEW MEN'S DORMITORY 16- PRESIDENT'S COTTAGE
 7- HOME ECONOMICS BLDG. 17- MILLER HALL
 8- COLLEGE DINING HALL 18- NEW WOMEN'S DORMITORY
 9- PHI SIGMA EPSILON HOUSE 19- TENNIS COURTS
 10- BOSSWELL HOUSE 20- NEW FOOTBALL FIELD
 21- NEW STUDENT UNION BLDG.

SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

Founded 1871

A STATE COLLEGE



Accredited by the

North Central Association of Colleges and Secondary Schools
National Council for Accreditation of Teacher Education
National Commission on Accrediting

Member

American Association of Colleges for Teacher Education
American Association of University Women
American Public Relations Association
Association of American Colleges
American Council on Education

SHEPHERD COLLEGE BULLETIN, 1964-65

Issued May, 1964

Vol. XVIII

No. 3

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DIRECTIONS FOR CORRESPONDENCE

In order to avoid delay in answering inquiries, we are listing below the names of the Administrative Officers, together with the division of the college work which comes under their supervision.

General Policy of the College

DR. OLIVER S. IKENBERRY, President

**Academic Work of Students, Requirements for Degrees
Summer Session, Veterans Services, and Placement of Teachers**

DR. A. G. SLONAKER, Academic Dean

**Admission of Students, Transcripts, Certificates,
and Requests for Catalogs**

A. P. RIDER, Director of Admissions and Registrar

Student Affairs, Housing, Financial Aids and Placement for Non-Teachers

DR. RAYMOND O. WALDKOETTER, Dean of Students
MOLLIE BORWICK, Associate Dean of Students—Dean of Women

Business and Financial Information

WILLIAM AGEE, Business Manager

Educational Field Services

DR. JAMES M. MOLER, Coordinator, Educational Field Services
WILLIAM H. S. ANDERS, Director, Eastern West Virginia
Research and Development Center

Student Teaching Assignments

DR. WILLIAM M. SPEG, Director of Teacher Education

College Bookstore

MARY BELLE WILLIS, Manager

**Shepherd College reserves the right to change any provision or requirement
of this catalog**

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SHEPHERD COLLEGE CALENDAR 1964-1965**1964****First Semester**

| | | |
|---|--|--|
| September 7 | Opening Ninety-Third Academic Year | |
| September 7-9 | New Student Orientation Activities | |
| September 7 Monday, 1:00 P.M. | Residence Halls Open | |
| September 7 5:00 P.M. | Dinner, Cafeteria, Parents and New Students | |
| September 8-9 | Faculty Conferences | |
| September 8 Tuesday, 9:00 A.M. | New Student Assembly | |
| September 9 Wednesday, 8:00 P.M. | President's Reception | |
| September 10 Thursday, 8:00 A.M., 4:30 P.M. | Registration, Freshmen and New Students, Health and Physical Education Building | |
| September 11 Friday, 8:30 A.M.-4:30 P.M. | Registration, Upper Classmen, Health and Physical Education Building | |
| September 14 Monday, 8:10 A.M. | Classes Convene | |
| September 16 Wednesday, 10:10 A.M. | College Convocation | |
| September 16 Wednesday, 6:00-8:00 P.M. | Registration, Evening Students | |
| September 19 Saturday, 12:00 Noon | Last Day of Registration | |
| October 10 Saturday | Parent's Day | |
| October 21 Wednesday, 9:00 A.M. | High School Senior Day | |
| October 31 Saturday | 40th Annual Homecoming Celebration | |
| November 3 Tuesday—Holiday | National Election Day | |
| November 9 Monday | Mid Semester Reports Due | |
| November 16 Monday | Mid Semester Grade Reports Distributed by Advisors | |
| November 25 Wednesday, 4:00 P.M. | Thanksgiving Recess Begins | |
| November 30 Monday, 8:10 A.M. | Thanksgiving Recess Ends | |
| December 2, 3, 4, | NCATE Visit | |
| December 7 Monday | Pre-Registration for Second Semester Begins | |
| December 9 Wednesday | Advisor-Advisee Conference | |
| December 18 Friday, 4:00 P.M. | Christmas Recess Begins | |

1965

| | |
|------------------------------|---|
| January 4 Monday, 8:10 A.M. | Christmas Recess Ends |
| January 18-22 | First Semester Examination |
| January 22 Friday, 4:00 P.M. | First Semester Ends (Graduation date for students completing requirements during first semester) |

SECOND SEMESTER—1964

| | |
|---|---|
| January 25 Monday, 1:00-4:00 P.M. | New Student Orientation |
| January 26 Tuesday, 1:00-4:30 P.M. | Registration, Freshman and New Students |
| January 27 Wednesday, 8:30 A.M.-3:30 P.M. | Registration Upperclassmen |
| February 3 Wednesday, 12:00 Noon | Last Day of Registration |
| February 11 Wednesday | Family Living Conference |
| February 26 Friday | 93rd Anniversary, Founders Day |
| March 10 Wednesday | *Career Conference |
| March 31 Wednesday | Mid-Semester Grade Reports Due |
| April 7 Wednesday | Mid-Semester Grade Reports Distributed |
| April 13 Tuesday | Religious and Life Conference |
| April 14 Wednesday, 4:00 P.M. | Easter Recess Begins |
| April 20 Tuesday, 8:00 A.M. | Easter Recess Ends |
| April 26-30 Monday-Friday | Pre-Registration for 1965-66 |
| May 6-8 Thursday-Saturday | Annual Fine Arts Festival |
| May 19 Wednesday, 10:10 A.M. | Student Recognition Day Program |
| May 21-27 Friday-Thursday | Second Semester Examinations |
| May 29 Saturday, 6:30 P.M. (E.D.T.) | Alumni Banquet |
| May 30 Sunday, 7:00 P.M. (E.D.T.) | Baccalaureate |
| May 31 Monday, 10:00 A.M. (E.D.T.) | 92nd Annual Commencement |

SUMMER SESSION 1965**1965****First Term**

| | |
|---|--------------------------------------|
| June 7 Monday, 8:30 A.M.-4:30 P.M. (E.D.T.) | Registration, First Term, Library |
| June 14 Monday, 12:00 noon | Last Day of Registration |
| July 16 Friday | First Term Ends |

1965**Second Term**

| | |
|--|------------------------------------|
| July 19 Monday, 8:30-4:30 P.M. (E.D.T.) | Registration, Second Term, Library |
| July 26 Monday, 12:00 Noon | Last Day of Registration |
| August 21 Saturday (graduation for summer school students) | Second Term Ends |

SECTION I**PERSONNEL****OFFICIAL BOARD****WEST VIRGINIA BOARD OF EDUCATION****State Capitol****Charleston, West Virginia**

MR. A. H. SPANGLER, President
314 Law and Commerce Building
Bluefield, West Virginia

MR. CHARLES H. BROWN, Vice President
Kingwood, West Virginia

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1306 Oakview Heights
Kenova, West Virginia

Mr. Perce Ross, Member
Buckhannon
West Virginia

Dr. S. J. Baskerville, Member
Box 725
Charleston, West Virginia

Mr. Stephen J. Russek, Member
1917 Market Street
Wheeling, West Virginia

Mr. J. C. Jeffords, Jr., Member
P. O. Box 4398
Charleston, West Virginia

Mr. Rex M. Smith, (ex officio)
State Superintendent of Schools
Charleston, West Virginia

Mr. Lacy I. Rice, Member
Martinsburg
West Virginia

Mr. Arnold Vickers
P. O. Box 29
Montgomery, West Virginia

Mr. H. K. Baer, Secretary
Room W 403, Capitol Building
Charleston, West Virginia

THE ADMINISTRATION**Officers of Administration**

| | |
|-------------------------------|--|
| Oliver S. Ikenberry, Ed.D. | President |
| Arthur Gordon Slonaker, Ed.D. | Academic Dean |
| Allison P. Rider, M.A. | Registrar and Director of Admissions |
| Raymond O. Waldkoetter, Ed.D. | Dean of Students |
| Mollie Borwick, M.A. | Associate Dean of Students and Dean of Women |
| William Agee, B.S. | Business Manager |
| James M. Moler, Ed.D. | Coordinator, Educational Services |

General Administrative Staff

| | |
|------------------------------|--|
| Floyd W. Miller, M.S., L.S. | Librarian |
| Jean Ann Elliott, M.S., L.S. | Assistant Librarian |
| Nora Conrad, A.B. | Assistant Librarian |
| William H. Anders, Jr., A.B. | Director, Eastern West Virginia Research and Development Center |
| Agnes Tabler, A.B. | Assistant to Registrar |
| Vivian Snyder | Cashier |
| Peggy Nichols | Secretary to President |
| Edith Hall | Secretary to Academic Dean |
| Norma Harrison | Secretary to Dean of Students |
| Dorothy Sager | Secretary to Dean of Women |
| Melinda Winstead | Admissions Secretary |
| Ann Whittington | Clerk, Business Office |
| Delores Mae Cooper | Secretary, Business Office |
| Doris Studer | Faculty Secretary |
| Wanona Shreck | Secretary, Coordinator, Educational Services |
| Alice Bicknell, A.B. | Resident Counselor for Women—Turner Hall |
| Agnes S. Rose | Resident Counselor for Women—Miller Hall |
| Grayce Shull | Resident Counselor for Men—Men's Hall |
| Richard Judd, M.A. | Director, Shepherd College Center |
| Hiram Sizemore, Jr., M.D. | College Physician |
| Margaret Hammond, R.N. | College Nurse |
| Mary Belle Willis, A.B. | Manager, College Bookstore |
| Clyde Bean | Manager, College Cafeteria |
| Betty Whittington | Manager, Rams Den |
| Lynwood Wiltshire | Superintendent of Buildings and Grounds |

THE FACULTY

OLIVER S. IKENBERRY, President and Professor of Education. A.B., McPherson College, 1929; A.M., Colorado State College of Education, 1933; Columbia University, summers, 1935-1936; Ed.D., Colorado State College of Education, 1941. (1947)

CHARLES R. ATHERTON, Professor of Mathematics. B.S., University of Maine, 1927; M.A., and Ed.D., Teachers College, Columbia University, 1933, 1936. (1954)

WADE W. BANKS, Assistant Professor of Speech. A.B., Shepherd College, 1956; A.M., Florida State University, 1959. (1960)

CARL F. BELL, Assistant Professor of Biology. B.S., Muskingum College, 1955; M.S., Miami University, 1957; Ph.D., Ohio State University, 1961. (1961)

ALICE S. BICKNELL, Resident Counselor. A.B., College of Idaho, 1917. (1950)

ANTHONY BODOLA, Associate Professor of Biology. A.B., Fairmont State College, 1942; M.S., West Virginia University, 1945; Ph.D., Ohio State University, 1955. (1955)

MOLLIE BORWICK, Associate Dean of Students for Women. B.S., State Teachers College, Bridgewater, Massachusetts, 1929; M.A., 1960, Teachers College, Columbia University. (1963).

MAYNARD F. BRASS, Assistant Professor of Religion. A.B., University of Minnesota, 1956; University of Dubuque Seminary, 1956-57; M.A., State University of Iowa, 1958; Ph.D., State University of Iowa, 1962. (1961)

MILLARD KESSLER BUSHONG, Professor of History. A.B., Roanoke College, 1933; M.A., West Virginia University, 1937; Ph.D., West Virginia University, 1941. (1963)

JAMES BUTCHER, Assistant Professor of Education. A.B., Glenville State College, 1953; M.A., West Virginia University, 1955; Candidate for Ed.D., American University, 1964. (1961)

CLIFFORD M. BUTERBAUGH, Assistant Professor of Business Education. B.S., Pennsylvania State Teachers College, 1932; M.Ed., New York University Summer 1935, University of Pittsburgh, 1963. (1963) W. Va. University Graduate Study 1963-64.

MARGARET E. BYRER, Assistant Professor of English. B.A., 1943 and A.M., 1949, West Virginia University. (1959)

HOWARD CARPER, JR., Assistant Professor of Physical Science. A.B., Shepherd College, 1952; M.S., Madison College, 1956; Graduate Student, The American University, summer, 1957; University of Texas, summer, 1959; West Virginia University, summer, 1963. (1957)

***NORA CONRAD, Assistant Librarian.** B.A., Shepherd College, 1960; Graduate Study, University of North Carolina, Summers, 1962 and 1963. (1961)

WARREN D. COUCH, Assistant Professor of English. A.B., Piedmont College, 1950; M.A., University of Georgia, 1951; Graduate Study, University of Alabama, 1954. (1963)

*Resigned effective June, 1964

SARA HELEN CREE, Professor of Physical Education. A.B., West Virginia University, 1930; M.S., West Virginia University, 1937; Ed.D., Pennsylvania State University, 1954. (1940)

JEAN ANN ELLIOTT, Assistant Librarian and Instructor of Library Science. A.B., Shepherd College, 1954; M.S., Library Science, Syracuse University, 1957. (1961)

****RUTH DEAN, Instructor in English.** A.B., Hood College, 1936. M.A., West Virginia University. 1941

CHARLES L. FRANCE, Instructor of Economics. B.A. and M.S., West Virginia University, 1962 and 1963. (1963)

ERWIN GEORGE FIEGER, JR., Associate Professor of Physical Education. B.A., Wilmington College, 1934; M.A., Ohio State University, 1938; Candidate for Ph.D. degree, Ohio State University. (1957)

GUY FRANK, Professor of Music. A.B., Whittier College, 1943; M.A., Claremont College Graduate School of Pomona College, 1948; Ph.D., Eastman School of Music of the University of Rochester, 1958. (1950)

CHARLES H. FREELAND, Instructor of Education. A.B. Shepherd College, 1959; M.A. West Virginia University, 1961; Graduate Study, West Virginia University, summers 1961 and 1963. (1963)

ANN HENSHAW GARDINER, Assistant Professor of Nursing Education, B.S., Teachers College, Columbia University, 1923; M.S., Kansas State Agricultural College, 1927. (1948)

JOHN P. GOULDING, Associate Professor of Chemistry. A.B., 1935; M.A., 1936; Ph.D., 1938, Clark University. (1948)

JAMES S. HAFTER, Associate Professor of Political Science and History. B.A., Shepherd College, 1950; M.A., American University, 1956; Graduate Study in International Relations, Georgetown University Graduate School, 1952-53; Candidate for Ph.D. degree, American University. (1956)

MIRIAM KATHRYN HAMMER, Assistant Professor of Physical Education. B.S., University of Michigan, 1952; M.Ed., University of Pittsburgh, 1957. (1957)

RAY E. HARRIS, Professor of Biology. B.S., Marshall College, 1931; M.S., West Virginia University, 1935; Graduate Student, University of Chicago, summers, 1933-1934; West Virginia University, summers, 1936-37; University of Virginia, summers, 1935, 1950-1951. (1946)

CARL L. HARTMAN, Instructor of Physical Education and Coach of Basketball and Baseball. B.S., Alderson-Broaddus College, 1955; M.S., West Virginia University, 1963. (1962)

HAZEL McDONALD HENDRICKS, Instructor of Home Economics. B.S., Shepherd College, 1934; Madison College, 1935; Cornell University, summer, 1936; M.A., West Virginia University, 1950. (1961)

KATIE JO HICKS, Instructor of Home Economics. B.S., Concord College, 1956; M.E., Virginia Polytechnic Institute, 1962. (1962)

***RICHARD L. JUDD, Director, Student Activity Center and Instructor of Psychology,** B.S., Central Connecticut State College, 1959; M.A., Ohio State University, 1961. (1961)

*Resigned effective June, 1964

HARRY VEATCH KLUG, Professor of Political Science. B.A., University of Iowa, 1948; M.A., University of Iowa, 1949; Ph.D., University of Iowa, 1950. (1950)

JOSEPH A. LABUTA, Assistant Professor of Music. B.M.E., Central College, 1953; M.E., University of Missouri, 1957; Candidate for Ed.D., University of Illinois. (1962)

CLETUS LOWE, Assistant Professor of Social Science. A.B., Shepherd College, 1931; M.A., University of Maryland, 1941; American University, summer, 1951. (1940)

VERA ELLEN MALTON, Professor of Speech and English. A.B., University of Alberta, 1941; M.A., Cornell University, 1948; Ph.D., Cornell University, 1950. (1950)

ROBERT K. MASON, Assistant Professor of Mathematics. B.A., Glenville State Teachers College, 1938; M.A., West Virginia University, 1947; University of Notre Dame, 1958; Marshall University, 1957-61. (1961)

FLOYD W. MILLER, Librarian and Associate Professor of Library Science. A.B., Findlay College, 1938; M.A., Western Reserve University, 1941; B.S., Library Science, Western Reserve University, 1940; M.S., Library Science, University of Illinois, 1954. (1962)

JAMES M. MOLER, Coordinator of Educational Field Services and Associate Professor of Education. A.B., Berea College, 1931; M.Ed., Duke University, 1938; Ed.D., University of Virginia, 1958. (1959)

***ALFREDELLA NOLEEN, Assistant Professor of Home Economics.** A.B., St. Olaf College, 1934; A.M., Colorado State College, 1940; Graduate Study, Colorado State University, 1947-48; Advanced Graduate Study, Iowa State College, 1951. (1963)

HENRY W. PERRY, Assistant Professor of English, Director of News Bureau. B.S., Tennessee State Teachers College, 1936; M.A., George Peabody College for Teachers, 1938; West Virginia University, Summer, 1963. (1960)

****MARY ELINOR PETERS, Instructor of Music.** A.B., Marshall University. (1963)

CHARLES FRANCIS PRINTZ, Professor of Business Administration. A.B., Shepherd College 1940; M.A., West Virginia University, 1942; Graduate Study, University of Sydney, Sydney, Australia; University of North Carolina; The American University, Certified Public Accountant. (1947)

MARION ELEANOR PYLE, Instructor of Home Economics. A.B., West Liberty State College, 1962; M.S.H.E.Ed., West Virginia University, 1964. (1964)

NORRIS RATH, Instructor of Business Administration. B.S., Shepherd College, 1961; M.S., West Virginia University, 1963. (1963)

ALLISON P. RIDER, Registrar and Director of Admissions. A.B., Shepherd College, 1933; M.A., Teachers College, Columbia University, 1943; Graduate Study, West Virginia University. (1958)

JESSE RIGGLEMAN, Assistant Professor of Physical Education. B.A., Shepherd College, 1941; M.S., West Virginia University, 1951. (1956)

**Part-Time Instructor

*Resigned effective July, 1964

KENNETH RILEY, Associate Professor of Education. B.S., Education Arkansas State Teachers College, 1948; M.S. Education, University of Kentucky, 1950; Graduate Study, Teachers College, Columbia University and American University. (1956)

ROBERT PRESTON ROGERS, Assistant Professor of English. A.B., 1948 and A.M., 1951, Vanderbilt University; Candidate for Ph.D., University of North Carolina. (1962)

RUTH SCARBOROUGH, Professor of History. A.B., Tift College; A.M., Mercer University; Ph.D., George Peabody College; Columbia University, 1932-33; University of California, summer, 1935; Oxford University, summer, 1950; Columbia University, 1959. (1936)

WILLIAM R. SIMPSON, Associate Professor of Chemistry and Physical Science. B.S. and M.S., University of Miami, 1949 and 1951; Ph.D., West Virginia University, 1955. (1956)

WAYNE E. SKINNER, Instructor of Art. B.S., Edinboro State College, 1960; M.Ed., 1963, Pennsylvania State University. (1963)

ARTHUR GORDON SLONAKER, Academic Dean and Professor of Education. A.B., Shepherd College, 1938; M.A., West Virginia University, 1941; Ed.D., University of Virginia, 1958. (1954)

VETA LEE SMITH, Assistant Professor of English. A.B., West Virginia University, 1924, M. A. West Virginia University, 1936; New York University, summer, 1945. (1957)

JERRY MILLER SMITH, Instructor of Mathematics. B.S., Waynesburg College, 1956; M.S., West Virginia University, 1963. (1964)

EMILIE SONDEREGGER, Professor of Modern Languages. A.B., 1932, and M.A., 1933, Northwestern University; Ph.D., University of Fribourg, Switzerland, 1939. (1958)

WILLIAM M. SPEG, Director of Teacher Education and Professor of Education. A.B., Lebanon Valley College, 1933; M.A., Columbia University, 1934; Ed.D., Pennsylvania State University, 1954. (1955)

RAYMOND O. WALDKOETTER, Dean of Students. B.S., Indiana University, 1951; M.S., Indiana University, 1955; Ed.D., Indiana University, 1963. (1963)

JAMES L. WARD, Assistant Professor of Sociology. B.A., 1933; M.S.E., 1958, Henderson State Teachers College; Candidate for Ed.D., University of Mississippi. (1962)

****EARL WELLER, Instructor of Business Law.** A.B., and L.L.B., West Virginia University. (1957)

JAMES HERBERT WILDEBOOR, Associate Professor of Music. B.A., Ottawa University, 1948; M.M.E., University of Kansas, 1956; Candidate for Ph.D., West Virginia University, 1963-64. (1956)

****Part-Time Instructor**

EMERITUS FACULTY

STEWARD E. ARNOLD, Associate Librarian and Assistant Professor of Library Science, Emeritus, 1924-52; Home: Piedmont, West Virginia.

I. O. ASH, Professor of Education and Director of Laboratory Schools, Emeritus, 1924-1952; Home: Shepherdstown, West Virginia.

A. T. CLAY, Associate Professor of Mathematics, Emeritus, 1946-1953; Home: Shepherdstown, West Virginia.

- A. D. KENAMOND, **Dean and Professor of Elementary Education, Emeritus**, 1912-1948; Home: Shepherdstown, West Virginia.
- HAZEL H. NEWMAN, **Associate Professor of Home Economics, Emeritus**, 1944-1958; Home: Shepherdstown, West Virginia.
- MARY JANE SCANLON, **Associate Professor of Art, Emeritus**, 1941-1963; Home: Levels, West Virginia.
- FLORENCE SHAW, **Professor of Education, Emeritus**, 1923-1961; Home: 404 South Franklin Street, Kirksville, Missouri.
- ERNEST STUTZMAN, **Professor of Physical Science, Emeritus**, 1928-1952; Home: Shepherdstown, West Virginia.
- W. R. THACHER, **Professor of Economics and Geography, Director of Extension, Emeritus**, 1922-1961; Home: Shepherdstown, West Virginia.
- JESSE TROTTER, **Professor of Latin, Emeritus**, 1919-1942; Home: Aurora, West Virginia.

SHEPHERD COLLEGE ALUMNI ASSOCIATION

| | |
|---------------------------------------|---------------|
| President—Herbert Everhart—'26 | Kearneysville |
| Vice-President—Jesse Jenkins—'60 | Shepherdstown |
| Recording Secretary—Yolande Gehri—'23 | Shepherdstown |
| Corresponding Secretary—Zula Knod—'31 | Shepherdstown |
| Treasurer—Reva White—'21 | Shepherdstown |



West Virginia State Board of Education

THE FACULTY — 1963-64

First Row—Miss Noleen, Mr. Freeland, Mr. Lowe, Mr. Butterbaugh, Mr. Rider, Miss Borwick, Dean Slonaker, President Ikenberry, Dr. Moler, Mr. Agee, Dr. Waldkoetter, Mr. Printz, Mr. Riggelman. Second Row—Mr. Harris, Mrs. Byrer, Dr. Scarborough, Dr. Malton, Mrs. Smith, Miss Elliott, Mr. Skinner, Dr. Bell, Dr. Atherton, Mr. Fieger, Mr. Riley, Mr. Rath, Mr. Hartman, Miss Hammer. Third Row—Dr. Frank, Miss Hicks, Mrs. Hendricks, Dr. Sondergger, Dr. Goulding, Miss Conrad, Mr. Judd, Mr. Miller, Dr. Bodola, Dr. Speg, Mr. France, Mr. Ward. Fourth Row—Mr. Perry, Mr. LaButa, Dr. Klug, Dr. Cree, Dr. Bushong, Mr. Hafer, Mr. Rogers, Dr. Simpson, Dr. Brass, Mr. Carper, Mr. Butcher, Mr. Banks, Mr. Couch, Mr. Mason.



SHEPHERD COLLEGE FACULTY COMMITTEES 1963-64

I. General Administration Committees—Coordinator—President

ADMINISTRATIVE COUNCIL: Dr. Ikenberry, Mr. Agee, Miss Borwick, Dr. Moler, Mr. Rider, Dr. Slonaker, and Dr. Waldkoetter. Friday, 10:30 a.m., President's Office.

ATHLETIC: Mr. Lowe, Mr. Agee, Mr. Fieger, Mr. Hartman, Mr. Judd, Mr. Labuta, Mr. Mason, Mr. Riggleman, Dr. Slonaker and student Robert Pontius.

CIVILIAN DEFENSE: Mr. Carper, Mr. Judd and Dr. Waldkoetter. Meeting Announced.

COLLEGE CALENDAR, ASSEMBLIES & SPECIAL EVENTS: Dr. Frank, Mr. Banks, Miss Borwick, Dr. Brass, Dr. Ikenberry, Dr. Malton, Dr. Slonaker and students, Isabel Druschel, John Hutzler, Jane Ikenberry and Stan Rote. Meeting: 4:10, Second Tuesday, President's Office.

COMMENCEMENT: Dr. Klug, Mr. Banks, Miss Elliott, Mrs. Nichols, Mr. Rath, Mr. Rider, Dr. Slonaker, Mrs. Smith, and Mrs. Tabler, Meeting Announced, President's Office.

LIBRARY: Mr. Miller, Dr. Bell, Dr. Brass, Miss Conrad, Mr. Couch, Miss Elliott, Dr. Goulding, Miss Hicks, Mr. Riley, Mr. Rogers, Dr. Simpson, Mr. Skinner, and Dr. Sonderegger, Meeting: Announced.

LONG RANGE PLANS: Dr. Ikenberry, Mr. Agee, Dean Borwick, Dr. Cree, Dr. Moler, Mr. Perry, Mr. Rider, Dr. Slonaker, Dr. Waldkoetter, student Robert Atherton and Marlin Evans.

PUBLIC RELATIONS: Dr. Moler, Mr. Anders, Dr. Atherton, Mr. Banks, Mr. Butcher, Dr. Bushong, Mr. France, Mr. Hafer, Mr. Harris, Mr. Judd, Mr. Perry, Mr. Rider, Mr. Ward, and Student Richard Demorest. Meeting: Second Wednesday, 4:10, President's Office. Sub-Committee: 1. Recruiting, 2. Publicity and Publications, 3. Alumni.

HOMECOMING: 1964: Mr. Freeland, Mr. Agee, Mr. Butcher, Mr. Bean, Mr. Buterbaugh, Mr. Banks, Mrs. Hendricks, Mr. Labuta, Mr. Perry, Mr. Rath, Mr. Lowe, Mrs. Whittington, Mr. Wiltshire and students and Alumni Officers. Meeting: Announced.

II. Academic Committees—Coordinator—Academic Dean

ADMISSIONS AND CREDITS: Mr. Rider, Dr. Bodola, Mr. Rogers, Dr. Slonaker, Dr. Speg, Mrs. Tabler, and Dr. Waldkoetter. Meeting: Announced, Academic Dean's Office.

EDUCATIONAL POLICIES: Dr. Slonaker, Mr. Fieger, Dr. Frank, Mr. Harris, Dr. Ikenberry, Dr. Malton, Mr. Miller, Miss Noleen, Mr. Printz, Mr. Rider, Dr. Scarborough, Dr. Speg, and Dr. Waldkoetter. Meeting: First Monday, 4:10, Student Center.

FACULTY CONSTITUTION: Dr. Simpson, Dr. Bushong, Mr. Carper, Miss Hicks and Mr. Judd.

FACULTY WELFARE: Dr. Bodola, Dr. Klug, Dr. Simpson, Mr. Carper and Mrs. Smith. Meeting: Announced.

TEACHER EDUCATION: Dr. Speg, Mr. Butcher, Mr. Buterbaugh, Dr. Cree, Mr. Freeland, Miss Hicks, Mr. Harris, Mr. Labuta, Dr. Malton, Dr. Moler, Mr. Riley, Dr. Scarborough and Dr. Slonaker. Meeting: Fourth Monday, 4:10 Academic Dean's Office.

III. Student Personnel Committees—Coordinator—Deans of Students

LEADERSHIP CONFERENCE: Dr. Waldkoetter, Miss Borwick, Miss Conrad, Dr. Cree, Mr. Mason, Dr. Scarborough, Dr. Simpson, Mrs. Smith and student Marlin Evans. Meeting: Announced.

STUDENT PERSONNEL POLICIES: Dr. Waldkoetter, Mr. Agee, Mr. Bean, Miss Borwick, Mrs. Bicknell, Mrs. Hammond, Mr. Judd, Mr. Rider, Mrs. Rose, and Mrs. Shull. Meeting: 8:10 a.m., Wednesday, Cafeteria.

SCHOLARSHIPS AND LOANS: Dr. Waldkoetter, Mr. Agee, Dr. Cree, Mr. Freeland, Miss Hammer, Dr. Moler, Mr. Printz, Mr. Rider, Dr. Slonaker, and students Ashley Scarborough and Robert Grimm. Meeting Announced, President's Office.

President is ex-officio member of all committees.

COMMITTEE PROCEDURE: (1) Chairman of Committee is the first person named. Each committee should select a secretary. (2) Committee meetings will be held at times and places indicated above or as announced by the committee chairman. (3) A copy of the committee minutes for each meeting should be provided for the President's and Academic Dean's Office. (4) Committee recommendations for faculty agenda should be given to the President by the committee chairman to present to the Administrative Committee for consideration and approval prior to the regular faculty meeting on the second Monday of each month at 4:10 p.m. in the Colonial Room.

COOPERATING LABORATORY SCHOOLS**1963-64****SHEPHERDSTOWN HIGH SCHOOL**

| | |
|--------------------------------|----------------------------------|
| Edward Rogers, M. A. | Principal |
| Agnes Calvin, A. B. | Languages and English |
| William Coyle, B. S. | Science |
| Margaret S. Derr, B. S. | Home Economics |
| Mary H. Dobbins, M. A. | Social Studies |
| Floyd Foley, B. S. | Mathematics |
| Mary Ann Frye, A. B. | Social Studies |
| Jane Grissinger, A. B. | Languages and Social Studies |
| Gladys Hartzell, M. A. | English |
| Jane Hunter, A. B. | Library |
| James Kessel, A. B. | Physical Education and Biology |
| Charles W. Osbourn, Jr., M. A. | Mathematics & Physical Education |
| Nevin E. Strider, A. B. | Science |
| Patricia L. Rogers, A. B. | Commercial |
| Rebecca Shaffer, A. B. | English and Physical Education |
| Charles H. Via, A. B. | Music |

SHEPHERDSTOWN ELEMENTARY SCHOOL

| | |
|-----------------------------|--------------|
| Freel G. Welshans, M. A. | Principal |
| Georgina S. McKee, A. B. | Grades 5 & 6 |
| Mildred P. Strider, A. B. | Grade 5 |
| Mary Emma Conard, M. A. | Grade 4 |
| Emma S. Locke, A. B. | Grade 3 |
| Katherine T. Rexrode, A. B. | Grades 3 & 4 |
| Eugenia A. Lowe, A. B. | Grade 2 |
| Rosalie R. Myers, A. B. | Grade 1 |
| Virginia Hawn, A. B. | Grade 1 |
| Cora Sue Pitzer | Grade 6 |
| John Deputy | Grade 7 |
| Bobby D. Mills | Grade 7 |
| Carolyn E. Yost | Grade 2 |

PAGE-JACKSON HIGH SCHOOL

| | |
|--------------------------|--------------------|
| E. M. Dandridge, M. A. | Principal |
| George King, A. B. | Social Studies |
| Francetta Jackson, A. B. | English |
| James Taylor, A. B. | Physical Education |
| Vivian Fleming, A. B. | Mathematics |

MARTINSBURG SENIOR HIGH SCHOOL

| | |
|--|--------------------|
| George Whitehair, M. A. | Principal |
| George Whitacre, A. B. | Physical Education |
| Herbert Young, A. B. | Music |
| John Morgan M. A. | Commercial |
| Catherine Chamberlin, A. B. | Social Studies |
| Mildred Conard, A. B. and B. S. in L. S. | Library |
| Eleanor Shirley, A. B. | Mathematics |
| Neva Fuss, A. B. | Home Economics |

| | |
|-------------------------|--------------------|
| Roy Comer, A. B. | Social Studies |
| Anna Mills, A. B. | Social Studies |
| Richard Harmison, A. B. | Physical Education |

MARTINSBURG SOUTH JUNIOR HIGH SCHOOL

| | |
|--------------------------|--------------------|
| Granville Shirley, M. A. | Principal |
| Virginia Dean, A. B. | Science |
| Virginia Laise, A. B. | Social Studies |
| Doris Lipsic, A. B. | English |
| Leighton Miller, A. B. | Mathematics |
| Allen Gates, A. B. | Physical Education |

MUSSELMAN HIGH SCHOOL

| | |
|----------------------------|---------------------------------------|
| Kenneth Waldeck, M. A. | Principal |
| John Livers, A. B. | Music |
| Stephen Ripley, A. B. | Physical Education and Social Studies |
| Elizabeth Patterson, A. B. | Mathematics and Social Studies |
| Norma J. Sherrard, A. B. | Home Economics |
| Margaret Tabler, A. B. | Commercial |

HARPERS FERRY HIGH SCHOOL

| | |
|-------------------------|------------|
| Carl Auvil, M. A. | Principal |
| Margaret Jamison, A. B. | Commercial |

CHARLES TOWN SENIOR HIGH SCHOOL

| | |
|-------------------------|---------------------------------------|
| William J. Brown, M. A. | Principal |
| Pauline Moore, A. B. | Biology |
| Michael Morrison, A. B. | English and Social Studies |
| Kenneth Sims, A. B. | Social Studies and Physical Education |
| Willard Martin, A. B. | Commercial |

CHARLES TOWN JUNIOR HIGH SCHOOL

| | |
|--------------------------|----------------------------|
| Roscoe Payne, M. A. | Principal |
| James Tabb, A. B. | Mathematics |
| Donna Kidwiler, A. B. | Physical Education |
| Ronald Phillips, A. B. | Social Studies |
| Gail Propps, A. B. | English and Social Studies |
| Eugene Piscitelli, A. B. | Science |
| Virginia Sagle, A. B. | Science |

HEDGESVILLE HIGH SCHOOL

| | |
|-------------------------|----------------|
| Robert Kilmer, M. A. | Principal |
| Lyman Burtt, A. B. | Mathematics |
| John Kopp, A. B. | Science |
| Joseph Gambino, A. B. | Biology |
| Brockman Winfrey, A. B. | Mathematics |
| Gilbert Miller, A. B. | Social Studies |

| | |
|------------------------|----------------|
| Charles Spencer, A. B. | Social Studies |
| Evelyn Henshaw, M. A. | Home Economics |
| Ann Shipley, A.B. | Social Studies |
| Charlotte Wood, A. B. | English |

BOONSBORO (MD.) HIGH SCHOOL

| | |
|----------------------|----------------|
| J. W. Newton, Ed. D. | Principal |
| Joseph Arnold, A. B. | Social Studies |
| Ursula Riley, M. A. | Social Studies |
| Louise Imler, A. B. | Commerceral |
| Alfred Alcorn, A. B. | Vocal Music |
| Henry Kotun, A. B. | Art |

SOUTH HAGERSTOWN (MD.) HIGH SCHOOL

| | |
|------------------------|--------------------|
| Richard Whisner, M. A. | Principal |
| Richard Schultz, A. B. | Physical Education |
| Justin Baer, A. B. | Commercial |
| Elwood Kinney, A. B. | Music |

WILLIAMSPORT (MD.) HIGH SCHOOL

| | |
|-----------------------|--------------------|
| Robert Kline, M. A. | Principal |
| Bertha Britner, A. B. | Physical Education |
| Richard Doub, A. B. | Mathematics |
| Wilda Henry, A. B. | English |
| Mary McGhee, A. B. | English |

HARPERS FERRY GRADE SCHOOL

| | |
|--------------------------|------------|
| C. W. Shipley, M. A. | Principal |
| Linda M. Keller, A. B. | Grade 2 |
| Betty E. Kidwiler, A. B. | Grade 5 |
| Alberta Wilt, A. B. | Grade 1 |
| Ann Webb, M. A. | Grade 6 |
| Mary L. Cox, A. B. | Grades 1-2 |

WRIGHT DENNY ELEMENTARY SCHOOL

| | |
|----------------------------|-----------|
| H. Richard Adams, M. A. | Principal |
| Joan Kershner, A. B. | Grade 1 |
| Kitty Lou McCormick, A. B. | Grade 4 |
| Jane T. Barr, A. B. | Grade 3 |
| Theda Wintermoyer, A. B. | Grade 6 |
| Dorothy J. Derr, A. B. | Grade 3 |
| Mary E. Coyle, A. B. | Grade 5 |
| Frances Heflebower, A. B. | Grade 1 |
| Margaret Kilmer, M. A. | Grade 1 |
| Irene Sutton, M. A. | Grade 5 |
| Eleanor Wilson, A. B. | Grade 2 |

BERKELEY SPRINGS GRADE SCHOOL

| | |
|------------------------|-----------|
| Ralph Widmyer, M. A. | Principal |
| Wilda Frock, A. B. | Grade 3 |
| Dorothy Willard, A. B. | Grade 5 |
| Elle H. Shipley, A. B. | Grade 2 |
| Jesse L. Hunter, A. B. | Grade 4 |

COOPERATING LABORATORY SCHOOLS**1963-64****EAGLE AVENUE ELEMENTARY SCHOOL**

| | |
|-------------------------|-----------|
| Irma Patrick, M. A. | Principal |
| Muriel M. Nunn, A. B. | Grade 1 |
| Cleopatra L. Lee, A. B. | Grade 4 |

RANSON

| | |
|--------------------------|-----------|
| Robert Hardman, M. A. | Principal |
| Maxine Baker, A. B. | Grade 3 |
| Evelyn D. Kitchen, A. B. | Grade 5 |
| Katherine Moler, A. B. | Grade 1 |
| Joyce Teets, A. B. | Grade 4 |
| Robert W. Watson, A. B. | Grade 6 |

BURKE STREET ELEMENTARY SCHOOL

| | |
|-------------------------|-----------|
| George C. Tabler, M. A. | Principal |
| Anna J. Whitehair | Grade 5 |
| Dorothy J. Mason | Grade 2 |

INWOOD

| | |
|----------------------------|------------|
| Bertha C. Snapp, M. A. | Principal |
| Barbara L. Ambrose, A. B. | Grades 3-4 |
| Ruth S. Campbell, A. B. | Grade 4 |
| Julia M. Handzo, A. B. | Grade 5 |
| Josephine S. Shultz, A. B. | Grade 2 |
| Donna L. Wetzel, A. B. | Grade 1 |

HIGH STREET ELEMENTARY SCHOOL

| | |
|------------------------|------------|
| Mary M. Byers | Principal |
| Ethel F. Miller, A. B. | Grade 1 |
| Mary M. Thayer, A. B. | Grades 5-6 |

HEDGESVILLE ELEMENTARY SCHOOL

| | |
|----------------------|-----------|
| June Poisal, M. A. | Principal |
| Hazel Frazier, A. B. | Grade 1 |
| Ruth Myers, A. B. | Grade 2 |
| Annie Tabler, A. B. | Grade 6 |

HOOGE STREET ELEMENTARY SCHOOL

| | |
|-------------------------|-----------|
| Robert W. Wilson, M. A. | Principal |
| Margaret Welsh, A. B. | Grade 1 |
| Lille D. Mullen, A. B. | Grade 4 |
| Elizabeth Miller, A. B. | Grade 4 |

JOHN STREET ELEMENTARY SCHOOL

| | |
|-----------------------------|-----------|
| Donald T. Anderson, M. A. | Principal |
| Barbara Lewis, A. B. | Grade 5 |
| Katherine B. Clohan, A. B. | Grade 3 |
| Madaline M. Griffith, A. B. | Grade 6 |
| Naomi L. Wood, A. B. | Grade 1 |

ROSEMONT ELEMENTARY SCHOOL

| | |
|-------------------------|-----------|
| T. D. Matthews, M. A. | Principal |
| Virrene Stuckey, A. B. | Grade 4 |
| Douglass Harlan, A. B. | Grade 3 |
| Maxine Zimmerman, A. B. | Grade 2 |
| Joann Vincent, A. B. | Grade 5 |
| Kathryn B. Caton, A. B. | Grade 3 |
| Gladys Jones, A. B. | Grade 4 |

WINCHESTER AVENUE SCHOOL

| | |
|--------------------------|-----------|
| A. C. Nadenbousch, M. A. | Principal |
| Louise C. Dunham, A. B. | Grade 1 |
| Kathleen Johnson, A. B. | Grade 5 |



New Library

SHEPHERD COLLEGE OFFERS YOU—

- A SHARE IN THE TRADITIONS OF AN ALMOST CENTURY-OLD INSTITUTION.
Since 1871 Shepherd College has been serving the youth of West Virginia and the nation.
- A LARGE CAMPUS IN A SCENIC AND HISTORIC SECTION OF AMERICA.
Shepherd College is located in the scenic Shenandoah Valley in historic Shepherdstown, West Virginia, on the banks of the beautiful Potomac River 65 miles from Washington, D. C.
- A FRIENDLY STUDENT BODY.
A warm welcome will be extended from a friendly student body.
- ASSOCIATION WITH A SCHOLARLY AND SYMPATHETIC FACULTY.
Shepherd maintains a faculty of more than fifty instructors who are graduates of the leading colleges and universities, and who are interested in each individual student.
- AN ACCREDITED, STATE-SUPPORTED, CO-EDUCATIONAL FOUR-YEAR TEACHER EDUCATION AND LIBERAL ARTS COLLEGE.
Graduates of Shepherd College enter the leading professional schools of the nation with full credit.
- THE ADVANTAGES OF A SMALL COLLEGE.
The opportunity to become a student leader and to know one's fellow students personally is invaluable to the student.
- AN EXTENSIVE PROGRAM OF STUDENT ACTIVITIES.
Student activities include: athletics, broadcasting clubs, drama, fraternities, sororities, college choir, orchestra, college newspaper and annual, college council, Student Christian Association, and class organizations.
- A COLLEGE EDUCATION AT A PRICE YOU CAN AFFORD.
The cost of a college education at Shepherd is less than at most colleges and universities.
- A BROAD EDUCATIONAL PROGRAM

Liberal Arts: A.B. and B.S. degrees.

Art, biology, business administration, chemistry, drama, English, history, languages, mathematics, music, political science, and speech.

Teacher Education: Elementary and secondary school.

Business Education: Business administration and secondary school teaching and secretarial courses.

Pre-Professional: Dentistry, medical technology, physical therapy, clinical pathology, law, medicine, ministry, nursing, pharmacy, social work and veterinary.

Music: Applied music, music theory, music literature, music education, band and choir.

Vocational Home Economics: Teaching, homemaking.

Section II

GENERAL INFORMATION

General Statement

Shepherd College is a recognized, state-supported, four-year, liberal arts and teacher education institution under the supervision of the West Virginia Board of Education. Shepherd College has been serving the youth of West Virginia and the nation since 1871.

An Accredited Institution

The college is fully accredited by the North Central Association of Colleges and Secondary Schools and the National Council for the Accreditation of Teacher Education. The institution is a member of the American Association of Colleges for Teacher Education, American Council on Education, and the Association of American Colleges. Graduates of Shepherd College enter the leading graduate and professional schools of the nation with full credit.

Liberal Arts Program

The college offers four academic degrees, Bachelor of Arts, Bachelor of Arts in Elementary Education, Bachelor of Arts in Secondary Education, and Bachelor of Science. Instruction is provided in art, biology, business administration, business education, chemistry, dramatics, economics, education, history, home economics, journalism, library science, mathematics, modern languages, music, philosophy, physics, political science, psychology, radio, sociology, and speech.

Pre-Professional Programs

Pre-professional training is offered for business education, clinical pathology, dentistry, law, medicine, medical technician, ministry, nursing, physical therapy, pharmacy, social work and veterinary. Basic training is provided in agriculture and engineering.

Teacher Education Programs

Professional training is given for teaching in the elementary and secondary schools. The college recognizes the preparation of teachers as a primary responsibility. Teachers may earn one of the following degrees: Bachelor of Arts in Elementary Education and Bachelor of Arts in Secondary Education.

Scenic and Historic Location

The Shepherd College campus is situated on the banks of the beautiful Potomac River in historic Shepherdstown, West Virginia, a typical college community.

Shepherdstown is located at the intersection of highways 45 and 48, eighteen miles south of Hagerstown, Maryland, eight miles east of Martinsburg, West Virginia, thirteen miles north of Charles Town, West Virginia, and thirty-two miles north of Winchester, Virginia.

Students may travel on the Baltimore and Ohio Railroad to Martinsburg, and then take a bus at the Shenandoah Hotel to Shepherdstown, a ride of eight miles. Buses make several trips daily from Martinsburg, Hagerstown, and other nearby places to Shepherdstown.

West Virginia's historic Shepherdstown is near nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours' drive from the metropolitan cities of Washington, D. C., Baltimore, Philadelphia and New York. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

History of the College

The history of Shepherd College began when the county seat of Jefferson County was moved from Shepherdstown to Charles Town in July, 1871. The people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed to instruct students "in languages, arts and sciences," was drawn up and signed by C. W. Anderson, A. R. Boteler, C. T. Butler, G. M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurran first principal of the institution, which was opened on September 2, 1871, under the authority of the Board of Trustees, with forty-two students.

On February 27, 1872, the Legislature of West Virginia passed the following act: "That a branch of the State Normal School be and the same is hereby established at the building known as Shepherd College, in Shepherdstown, in the county of Jefferson."

Shepherd College became a four-year college for the training of teachers on July 1, 1930, and was granted the authority by the West Virginia Board of Education to grant the Bachelor of Arts degree to graduates of the institution. In 1943 the State Legislature enacted legislation providing for a liberal arts college program at Shepherd College. In September, 1950, Shepherd College was authorized to confer the Bachelor of Science degree. In March, 1950, the College was fully accredited by the North Central Association of Colleges and Secondary Schools, and in January, 1951, became a member of the Association of American Colleges.

STATEMENT OF PHILOSOPHY AND GENERAL OBJECTIVES

Shepherd College is a multiple-purpose state college whose function is to provide educational programs in teacher education, pre-professional training, and liberal arts education.

Statement of Philosophy:

The faculty of Shepherd College believes:

1. In the dignity and value of human personality.
2. In encouraging and aiding students to understand and seek their highest development.
3. In the cooperative and democratic processes.
4. In complete freedom to search for and to teach the truth, without restraint from political creeds, religious doctrines, economic pressures, or personal biases.

General Objectives of the College:

1. To introduce all college students to those common areas of knowledge which individuals and society require.
2. To orient the student to yesterday's and today's culture.
3. To enable the student to communicate.
4. To reveal higher and better things to the student.
5. To enable the student to synthesize areas of learning.
6. To provide a broad foundation for specialization.
7. To enable the student to make intelligent choices from the areas of knowledge which will help answer his needs.
8. To develop in the student a code of ethics and a philosophy of life.
9. To cultivate a desire to search for truth with an understanding of the scientific method.

Dedicated to Good Citizenship

Shepherd College is dedicated to the building of good citizens. When a student enrolls at the college, he has entered into an agreement to abide by all college regulations. Students who enter are expected to conduct themselves as ladies and gentlemen at all times. The college encourages all students to develop and maintain high standards of character and citizenship in their daily living. Any students whose behavior, either on or off the campus, is considered by the college administration to be detrimental to the college or to the student, will be required to withdraw from the college.

Educational Services to the Area

Shepherd College and the West Virginia Department of Education are engaged in a cooperative educational field service program in eight Eastern West Virginia counties as follows: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton. A Coordinator of Educational Field Services provides leadership by assisting the various county school systems to improve their educational programs.

Summer Session

The summer session at Shepherd College is an integral part of the college year. All general college requirements relating to high academic standards, sound scholarship and good citizenship are maintained by the faculty. The summer session is organized into two terms. The first summer term opens in June and extends for six weeks for five days each week. The second summer term opens in July and extends for five weeks for six days each week.

The summer session has the following purposes:

1. To provide college courses for regular college students who desire to accelerate their college education and graduate in three years.
2. To feature special courses, workshops and clinics for public school teachers.
3. To offer regular freshman college courses for high school graduates.

College Extension Centers

Shepherd College extends the educational program to the normal service area of the college by establishing college extension class centers. These centers are organized where fifteen or more students desire a class to be taught by a regular college instructor. Classes meet for a minimum of sixteen clock hours for each semester hour of college extension credit.

Public school teachers are limited to six (6) credit hours per semester and nine (9) credit hours per year. Graduation and certification requirements place a limit of twenty-eight (28) credit hours of extension credit. The tuition rate is \$11.50 per semester hour.

A graduate extension program in cooperation with West Virginia University is now in effect.

Eastern West Virginia Research and Development Center

An Eastern West Virginia Research and Development Center was established on the campus of Shepherd College on July 1, 1963 by the West Virginia Board of Education to serve the eight Eastern West Virginia Counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton that are located in the normal service area of the college. As a state institution, Shepherd College has a responsibility to assist the people of the area to build a better Eastern West Virginia by providing research services to identify some of the major economic, social and educational problems, and guidance in seeking solutions to these problems. The major goal of the Center will be to assist the people in building better communities for better living in Eastern West Virginia. The Center is located in White Hall and is staffed with a Director, Research Analyst and Secretary.

New Student Center at Shepherd



SHEPHERD COLLEGE CAMPUS

The campus of Shepherd College comprises an area of approximately one hundred fifty-six acres of rolling, limestone land extending from Main Street in Shepherdstown to the banks of the beautiful Potomac River. The campus provides sites for twelve major academic buildings and residence halls.

McMurran Hall is the original Shepherd College building erected by Rezin D. Shepherd in 1860 for community use. This building was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, of Boston, on April 21, 1891. The building is named in honor of the "Father of Shepherd College," Joseph McMurran. Music classes meet in this building.

Reynolds Hall was erected in 1889 by the citizens of Shepherdstown to be used by the college and the community. It has been redesigned and remodeled for forums, motion pictures, plays, musicals and assembly programs. A Baldwin Organ has been installed in the auditorium to be used for organ concerts and instruction.

Knutti Hall is the college administration building, erected in 1904 and named in honor of former President John G. Knutti. The basement floor contains a newly equipped remote-control radio studio for college broadcasts which are carried over radio stations in Virginia, Maryland, and West Virginia, and a drama-workshop. The first floor contains the Library and the offices of the President, the Registrar, Academic Dean, Dean of Men, Dean of Women, and Business Manager. On the second floor are classrooms, offices, rest rooms, and the education laboratory and reading clinic.

Miller Residence Hall, erected in 1915, is a three-story colonial residence hall for women named in honor of former President Thomas C. Miller.

President's Home, secured by the college in 1915, is a ten-room house for the President of the College.

Rumsey Hall is the former men's residence hall and is now serving as a faculty apartment house.

White Hall was erected in 1925 and named in honor of former President W. H. S. White. This building has been renovated to provide new facilities for the Business Administration Division.

Snyder Science Hall is a three-story building erected in 1942 and named in honor of the late H. L. Snyder. The first floor is devoted to home economics, a laboratory for textiles and clothing, and a unit for geology lectures and laboratory. The second floor has laboratories and classrooms for elementary and advanced biology, a bacteria culture room, museum, a plant room, and an animal room. The third floor has a classroom and laboratories for elementary and advanced chemistry, a weighing room, a classroom, and a laboratory for physics and mathematics.

The Home Economics Building, to the east of the Science Hall, was opened in 1948 as the college cafeteria. On the completion of the new College Dining Hall in 1961, the old cafeteria was renovated to house classes and laboratory activities of the Division of Home Economics.

Social Science Hall was acquired in 1957 to serve as a classroom building and provides facilities for history, political science, geography, sociology and English classes.

The Library occupies attractive and well-lighted sections of the first floor and the basement of Knutti Hall. It contains approximately 40,000 well-selected volumes, including reference works, authoritative writings on education, and representative literatures of outstanding modern authors as well as the classics of the past. Approximately 225 general, technical and professional periodicals cover all courses in the curriculum, especially those relating to elementary and secondary education. The Library offers a pleasant environment for study and research. It is open from 8:05 a. m. until 5:00 p. m. every school day, from 9:00 a. m. until noon on Saturday, and on Monday, Tuesday, Wednesday, Thursday and Sunday evenings. It is also open from 2:00 p. m. until 4:00 p.m. on Sunday. (A new library is under construction).

Health and Physical Education Building. The modern Health and Physical Education Building contains two basketball courts, a swimming pool, two classrooms, health center, offices, and athletic facilities. A new **Athletic Stadium** located near the Health and Physical Education Building provides an athletic field for football and track.

Fairfax Field lies in the rear of Miller Hall and is used for baseball.

Men's Residence Hall. The men's residence hall is a modern three-story, fireproof structure and provides housing facilities for 150 Shepherd College students. The building is located on a commanding site overlooking the Potomac River.

Home Management Residence. A nine-room brick residence has been furnished and equipped to provide home economics students an opportunity to live in the residence to get experiences in home management.

Ella May Turner Residence Hall. A new women's residence hall, named in honor of Miss Ella May Turner, Professor of English, 1912-1945, was dedicated in October 1961. It is a modern three-story brick structure, housing 154 women.

College Dining Hall. A new modern College Dining Hall accommodating 450 students was opened in September 1961.

Shepherd College Center Building. This new \$300,000 college community center provides modern facilities for the college bookstore, student center and snack bar, colonial lounge and ballroom, and conference and club rooms for the various campus organizations and activities.



Student Group in College Center.

Section III

ACADEMIC POLICIES

WEST VIRGINIA STATE COLLEGE ADMISSIONS AND HIGH SCHOOL GRADUATION REGULATIONS

1. College-Bound Curriculum—
Minimum of 17 units—(grades 9-12)

Units

- 4 English (basic English). Journalism, Public Speaking, Dramatics, etc., may **not** be substituted for English.
 - 2 Science (1 Biology) One unit in physics, chemistry, general science, physical science (Home economics and agriculture may **not** be substituted for science)
 - 2 Mathematics (one of which must be algebra)
 - 3 Social Studies (one of which must be American history)
 - 1 Health and Physical Education (may be waived on written recommendation from a physician)
 - 2 Foreign Language (recommended)
2. The upper three-quarters of the graduates as ranked by the high school may be admitted without question unless there is convincing evidence of serious health or character defects. Out-of-state applicants must rank in the upper third of their class. An ACT examination score is required to be evaluated for scholarship aid, loans, or special academic placement.
 3. The lower one-quarter of the graduates, as ranked by the high school, must achieve:
 - a. Before June 1, 1963, a converted score of 282 on the Form 2a SCAT test or a converted score of 282 on Form 1a or 1b at the time of college enrollment.
 - b. After June 1, 1963, a composite standard score of 14 on the ACT test administered during the senior year or the summer prior to admission to college.

Such students will be admitted to college unless there is convincing evidence of serious health or character defects.

The ACT examination is given at Shepherd College in November, February, April and June.

 4. Non-high school graduates must achieve a score of 40 on each of the five parts or an average of 50 on the G.E.D. test.
 5. The Revised Secondary School Record and Personality Record (NASP-AACRAO) will be used. (It has been revised to make possible extra weight for honors classes.)

Advanced Admissions

Students may be given advanced admission with:

Six semesters and 12 units including 3 years of the college preparatory curriculum and 3.0 honor points or better. Final admission will be granted after the college has received the official record showing that the student has graduated from high school.

Admission of Transfer College Students:

Anyone applying for admission for advanced standing must meet the above entrance requirements and provide an official transcript as evidence that he is in good standing in every respect at the institution last attended. Graduates regionally of accredited junior colleges are assigned a maximum of seventy-two (72) semester hours of credit, and unaccredited colleges are limited to sixty-four (64) hours. A transfer student will not be admitted when his grades are such that he would be dropped from Shepherd College, or if he is ineligible to return to the institution he previously attended. (Out-of-state transfer students are expected to present at least a 2.500 average on their total record and be acceptable to return to the former college).

In-State transfer admission is based on a sliding scale of quality points on total hours approved by the Admissions Committee. (Transfer students must have C grades in the three basic English courses).

Admission By Examination:

Candidates who are twenty-one years of age and not high school graduates may be admitted on the basis of successful completion of the General Educational Development Test. An approved testing center is located at Berkeley County Board of Education Offices, Martinsburg, West Virginia.

Admission Procedures

1. Application for admission must be made to the Director of Admissions on the application form provided by the Admissions Office or on the form provided in the current catalog, and must be filed at least two weeks prior to registration day of the fall or spring term.

2. Upon receipt of the application for admission, the Admissions Office will request certified credentials including a transcript of credits from the secondary schools attended, and in case of transfer students, the official transcript will be required from the Registrar of the institution attended. It is the responsibility of the student to request the transcript from the college.

3. A Room Application and Lease will be sent to the applicant when the applicant indicates the desire for campus housing on the Application for Admission. A twenty-five dollar (\$25.00) room deposit must accompany the completed Room Application and Lease when returned to the college by the applicant, if not previously deposited.

4. The applicant for admission will be notified in writing when all credentials and forms have been received and admission has been granted.

5. There will be no refunds after August 1. If a student decides not to enter after that date, he forfeits his \$25.00 deposit.

Enrollment Procedures

Students who have been officially admitted should report on the opening day of a term or semester to the registration hall to receive detailed written instructions as to registration procedure. If any work has been done elsewhere, credits should be presented to the Registrar, who will indicate the classification of any student. All students should write out and carry a complete list of their college credits with them when consulting about class assignments. Class Record Books are available at the College Bookstore for a nominal fee.

Every student should familiarize himself with the college catalog and all requirements for certificates and degrees, and is held primarily responsible for meeting these requirements.

Late Enrollment

All students are urged to enroll on the official college registration day for the semester or term. Students will not be permitted to enroll after the fifth day of college classes and a ten-dollar (\$10.00) fee will be charged for the first day of late registration (See page 38).

College Credit for Military Service

Institutions of higher learning in West Virginia will grant credit of four semester hours to an individual who presents evidence of having completed successfully, while on active duty, the basic training courses in the Armed Forces. This credit shall be assigned to physical education, hygiene, military training or appropriate electives. The four semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours Health Education; two hours First Aid; four hours Recreational Activities; four hours Team Sports. A minimum of one (1) year of military service is required for the above college credit.

Correspondence work done with duly accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned, but not to exceed 28 semester hours.

**WEST VIRGINIA BOARD OF EDUCATION
REGULATIONS GOVERNING CLASSIFICATION OF STUDENTS
FOR PURPOSE OF ASSESSING TUITION FEES**

The term "resident" as hereinafter used refers to classification for fee purposes only.

All students not classified as resident students shall be classified as non-residents for fee purposes.

A student classified as a non-resident at the time of first registration in a state college is considered a non-resident for fee purposes throughout his years as a student in a state college, unless his parents move to and establish a home, permanent abode and legal domicile in the state for twelve (12) consecutive months immediately prior to his registration in a state college. If the status of a student is thus properly changed from a non-West Virginia to a West Virginia student, his classification may not be changed until the next registration period.

Students who are minors: The residence of a minor shall follow that of the parents at all times. The residence of the father during his life, and after the father's death, the residence of the mother is the residence of the minor, but if the father and mother have separate places of residence, the minor takes the residence of the parent with whom he lives or to whom he has been assigned by court order. The parents of a minor will be considered residents of West Virginia if they have had a home, permanent abode and legal domicile within the state for twelve (12) months immediately prior to registration.

A student who is 21 years of age or over may be classified as a resident if (1) his parents were residents of the state at the time he reached his majority or (2) who, while an adult, has established a bona fide home, permanent abode and legal domicile for at least twelve (12) consecutive months immediately preceding **his first or initial** registration; it being understood, however, that no non-resident student may establish residence in this State for fee purposes, merely by his attendance as a full or part-time student at any institution of learning in the State. There must be evidence that he has come to the State primarily for other purposes than college attendance.

Marriage, alone, to a West Virginia resident will not change the status of a non-resident student in a West Virginia state college. Employment of his spouse does not change his status.

A West Virginia student whose parents or guardian move out of the state of West Virginia after his original enrollment, will automatically become liable for non-resident fees at the next registration period after twelve (12) months following removal of parents or guardian.

The residence of a minor student assigned to a guardian shall be considered affected by such assignment, beginning twelve (12) months after the appointment of the guardian; the provisions stated above with respect to parents' residence shall then apply to the guardian's residence.

An alien who has taken out his citizenship papers and has had a home, permanent abode and legal domicile in West Virginia for twelve (12) months

immediately preceding the date of his enrollment in a state college shall be regarded as eligible for registration as a West Virginia student.

Neither registration as a voter in the State of West Virginia nor the purchase of a West Virginia automobile license will constitute residency for fee purposes.

Persons who are moved into the state as a result of military orders from the government, or the minor children of such persons, are entitled to admission as in-state students beginning twelve (12) months after establishing domicile or abode in the state.

A student who willfully gives wrong information to evade payment of the non-resident fees shall be subject to serious disciplinary action, and must pay the non-resident fee for each session attended.

Auditing College Classes

A student may audit a college class by registering in the Registrar's Office as an auditor and paying the regular college fees in the Business Office. An auditor is expected to attend class regularly, but he is not permitted to take examination for credit at the conclusion of the course or at a later date.

Independent Study Program

To encourage independent reading and a spirit of research, the faculty will admit properly qualified students as candidates for independent study in their major field.

To be admitted to candidacy, a student must satisfy the following conditions:

1. Have a general average of 3.00 in not less than 90 semester hours attempted.
2. Have an average of 3.00 in his major field.
3. Submit, through the major professor to the chairman of the division concerned, a tentative subject for research together with an outline and explanation of the program of study planned.
4. Have application approved by the chairman of the division and the major professor.

To receive credit for independent study, the student must fulfill the following requirements:

1. Engage in reading and research as directed by his major professor to supplement his knowledge from sources not supplied by the courses taken in his major field.
2. Submit, to the division chairman with the approval of his major professor not later than one week before the end of the semester,

the original and two carbon copies of an acceptable research paper embodying the findings of his study.

3. Pass an oral examination on the subject of the research paper before an examining committee consisting of the major professor, the division chairman, the academic dean, and another faculty member selected by the student. In no case shall the examining committee consist of less than three members, one of whom must be the major professor, who will act as chairman.*

College credit of one (1) to three (3) semester hours will be allowed for independent study on the recommendation of the major professor with the approval of the division chairman.

*Note: When the division chairman and the major professor are the same person, another representative from the division will be named by the division chairman.

Section IV

FINANCES

COLLEGE EXPENSES

Enrollment Fees:

| West Virginia Students: | Semester |
|--|--------------|
| Tuition _____ | \$ 25.00 |
| Registration Fee _____ | 50.00 |
| Student Activity Fee _____ | 12.00 |
| General Laboratory and Library Fee _____ | 4.00 |
| Student Union Fee _____ | 12.00 |
| Total _____ | \$103.00 |
| Non-Resident Students | Semester |
| Tuition _____ | \$175.00 |
| Registration Fee _____ | 50.00 |
| Student Activity Fee _____ | 12.00 |
| General Laboratory and Library Fee _____ | 4.00 |
| Student Union Fee _____ | 12.00 |
| Total _____ | \$253.00 |

Fees for Part-Time Students per Semester:

| | | | |
|------------------------|----------|-------------------------|----------|
| 1 Semester Hour _____ | \$ 23.00 | 7 Semester Hours _____ | \$ 64.00 |
| 2 Semester Hours _____ | 30.00 | 8 Semester Hours _____ | 71.00 |
| 3 Semester Hours _____ | 36.00 | 9 Semester Hours _____ | 75.00 |
| 4 Semester Hours _____ | 43.00 | 10 Semester Hours _____ | 79.00 |
| 5 Semester Hours _____ | 50.00 | 11 Semester Hours _____ | 83.00 |
| 6 Semester Hours _____ | 57.00 | 12 Semester Hours _____ | 103.00 |

Fees for Part-Time Out-of-State Students per Semester:

| | | | |
|------------------------|----------|-------------------------|----------|
| 1 Semester Hour _____ | \$ 33.00 | 7 Semester Hours _____ | \$147.00 |
| 2 Semester Hours _____ | 52.00 | 8 Semester Hours _____ | 166.00 |
| 3 Semester Hours _____ | 71.00 | 9 Semester Hours _____ | 185.00 |
| 4 Semester Hours _____ | 90.00 | 10 Semester Hours _____ | 204.00 |
| 5 Semester Hours _____ | 109.00 | 11 Semester Hours _____ | 223.00 |
| 6 Semester Hours _____ | 128.00 | 12 Semester Hours _____ | 253.00 |

Part-time students pay one-half the regular Student Activity Fee, or \$6.00 per semester, and one-half the General Laboratory and Library Fee, or \$2.00 per semester, and one-half Student Union Fee, or \$6.00 per semester.

| Summer School Fees: | Term |
|-------------------------|-----------------------|
| West Virginia Students: | |
| Tuition _____ | 6 Weeks 12 Weeks |
| Registration Fee _____ | \$15.00 \$ 30.00 |
| | 24.00 48.00 |

| | | |
|------------------------------------|---------|----------|
| Student Activity Fee | 5.00 | 10.00 |
| General Laboratory and Library Fee | 3.00 | 6.00 |
| Student Union Fee | 6.00 | 12.00 |
| Total | \$53.00 | \$106.00 |

Non-Resident Students

| | | |
|---|---------|----------|
| Tuition, Registration Fee, Student Activity, General Laboratory, Library Fee and Student Union Fee | \$96.00 | \$192.00 |
|---|---------|----------|

Fees for Part-Time West Virginia Students:

| | |
|----------------------------------|----------|
| 1 Semester Hour | \$ 17.00 |
| 2 Semester Hours | 24.00 |
| 3 Semester Hours | 30.00 |
| 4 Semester Hours | 37.00 |
| 5 Semester Hours | 43.00 |
| 6 Semester Hours | 53.00 |
| 7 Semester Hours (With approval) | 57.00 |

Fees for Part-Time Non-Resident Students:

| | |
|----------------------------------|----------|
| 1 Semester Hour | \$ 27.00 |
| 2 Semester Hours | 46.00 |
| 3 Semester Hours | 65.00 |
| 4 Semester Hours | 82.00 |
| 5 Semester Hours | 86.00 |
| 6 Semester Hours | 96.00 |
| 7 Semester Hours (With approval) | 100.00 |

College Extension Classes

| | |
|---------------------------|----------|
| Tuition per Semester Hour | \$ 11.50 |
|---------------------------|----------|

Other Special Fees:

| | |
|---|---------|
| Transcript Fee (After first transcript) | \$ 1.00 |
| Graduation Fee for Degree | 8.00 |
| Special Examination for course credit (Regularly enrolled | |
| Students) | 3.00 |
| First Day Late Registration Fee | 10.00 |
| Second Day | 12.00 |
| Third Day | 13.00 |
| Fourth Day | 14.00 |
| Fifth Day | 15.00 |

All tuition and fees must be paid in full at the time of registration.

Auditing a College Course—Same fee as the part-time course fee charged enrollees taking each respective course for credit.

Residence Hall and Dining Hall Rates:

| | |
|--------------------------------------|----------|
| Residence Hall Room and Key Deposit* | \$ 25.00 |
| Room in Residence Hall | \$ 90.00 |

| | |
|-----------------------------|----------|
| Board in Dining Hall | \$198.00 |
| Sales Tax (3 percent) | 8.63 |
| Total | \$296.63 |

*This deposit is required of all Residence Hall students and will be returned at the end of the last year of residency in the dormitory if the rooms and furniture are left in good condition.

Residence Hall and Dining Hall rates are the rates per semester and exclude room and board charges during college recesses.

West Virginia Consumers Sales Tax is payable on all room and board charges.

The college reserves the right to increase board rates to meet rising food costs.

Payments

"Board and room charges shall be divided into not over two equal installments per semester provided, however, that the business manager of each school is authorized to accept payment for said charges for not less than one month (four weeks) in advance from students who present evidence of genuine financial need and their inability to meet the regular two installments as approved by the board."

The regulations of the West Virginia Board of Education provide that "No financial credit of any type shall be extended to any individual either student or other, at any state college or institution. All colleges and institutions shall operate on a strictly cash basis with all payments and obligations being collected in advance."

Student charges are payable at the time of enrollment for each semester. The college will withhold the student's grades, transcripts of credit, diplomas, and official reports about the student's record as long as the student has a financial or any other type of obligation due the college.

All board and room charges must be paid in advance by the first day of the nine-week period before a new cafeteria ticket will be issued.

Students absent from the campus seven or more days in succession because of illness or other excusable reason will not be charged for meals, but no deduction will be made for room rental during the absence.

Student employees of the college will also be required to make payments according to the schedule set up for the other students. Each student employee will receive monthly payment by State of West Virginia for work performed during the previous month.

Students in debt to the college for a previous semester or term will not be permitted to enroll until all obligations have been paid.

Refunds

Refund Policy for Tuition, Laboratory and Student Activity Fees:

18—weeks semester:

| | |
|--------------------------------|-----------|
| During 1st and 2nd weeks | 90% |
| During 3rd and 4th weeks | 70% |
| During 5th and 6th weeks | 50% |
| Beginning with 7th week | No refund |

6—weeks summer term:

| | |
|-------------------------|-----------|
| During 1st week | 90% |
| During 2nd week | 70% |
| During 3rd week | 50% |
| Beginning with 4th week | No refund |

Board and room payments will be refunded beginning the next full week following the date of withdrawal from the college.

All refunds must be approved by the Academic Dean and Deans of Students.

College Bookstore

New and used textbooks are available in the College Bookstore. Students should not purchase new books until they have enrolled and been assigned to their courses. Students of the more advanced classes frequently have second-hand books for sale at a reduced price.

A Used Book Exchange is operated for the sale and purchase of used books for the convenience of the student body.

Shepherd College Foundation, Incorporated

The Shepherd College Foundation is incorporated under the laws of the State of West Virginia and has been approved by the West Virginia Board of Education to provide an opportunity for alumni, former students, and friends of education to make tax-exempt contributions to Shepherd College.

The Foundation enables the college to receive gifts, donations, and bequests from wills and endowments. Funds will be provided for scholarships, loan funds, buildings and equipment, establishment of memorials, scientific research, library books, and general educational purposes.

The Foundation is administered by a Board of Directors. Records are kept in the College Business Office and subject to an annual audit by the State Tax Commissioner.

All contributions are deductible for Federal Income Tax and should be made payable to the Shepherd College Foundation, Inc., and sent to the President of Shepherd College. For persons desiring to make bequests in their wills the following legal forms may be adapted for this purpose:

"I hereby, give, devise and bequeath to the Shepherd College Foundation, Inc., located at Shepherdstown, West Virginia, the sum of _____ dollars to be applied to the general uses and purposes of the college (or other designation).

Donors may also make the Shepherd College Foundation, Inc., the residuary legatee of their estates as follows:

"All the rest, residue and remainder of my estate, real and personal, I hereby give devise and bequeath to the Shepherd College Foundation, Inc.

All gifts and bequests will be used as the donor directs. Communications concerning gifts and bequests should be addressed to the President of Shepherd College.

Section V

STUDENT PERSONNEL SERVICES

The Deans of Students are charged with the responsibility for co-ordination and general guidance of student life outside the classroom.

Student Personnel Services are concerned with all phases of the lives of all students, and should not be associated only with "those who have problems." Where special difficulties exist, the Deans of Students enlist all of the resources of the college to assist individuals or groups to identify and solve their problems.

Those in charge of personnel services are professionally committed to a point of view which respects the dignity, intelligence, and confidence of individuals. It is their aim to encourage students to initiate contacts with the Deans whenever such association would be helpful. They serve as liaison officials between students and faculty by interpreting student needs to the faculty and assisting students to make the best use of faculty resources.

The efficiency of the Student Personnel Services depends upon the close cooperation of students, faculty, and administrators. These services are under critical study and constant evaluation in order to serve Shepherd College students more adequately.

SOCIAL POLICY

All students are expected to observe standards of good taste, appropriate dress, personal appearance, manners and good citizenship at all times. On the subject of conduct the State Board of Education has ruled as follows: "The regulations of the college shall require from every student decorous, sober, and upright conduct so long as he remains a member of the college student body, whether within the college precincts or anywhere else. The president and faculty shall have authority to formulate specific regulations for the administration of this provision." All students are expected to be familiar with and governed by the following regulations:

1. Possession or consumption of alcoholic beverages or narcotics in any form while on the college campus, or on property occupied as a residence by college students off campus, or in connection with any event or activity engaged in by a college organization or college students either off or on campus is prohibited.

2. Dishonest work on examinations, tests, or quizzes, including giving or receiving information, using books, papers, or notes, unless authorized, will result in disciplinary action. The minimum penalty shall be loss of credit in the course when recommended by the Administrative Council. (An "F" resulting from dishonesty shall be so recorded on the student's permanent record.)

A student's name on any written work is assumed by the college to guarantee that the thoughts and expressions not expressly credited to another are literally his own. Receiving help in the writing or revising to the extent that it destroys the original character or individual style is considered dishonest. The penalty is the same as for cheating on examination.

False or misleading information on application, registration, residence hall sign outs, or any other college record forms is considered falsification of records. Such offense is likely to result in dismissal from the college.

3. Violations of federal, state, or local laws are considered violations of college regulations.

4. The storage or use of firearms or explosives on the campus is forbidden.

5. Gambling in any form on college premises is forbidden.

6. Theft or breakage of college property will be charged to those responsible.

7. The State Board of Education has ruled that hazing in any form is prohibited at Shepherd College. The term **hazing** is defined as: To subject to cruel horseplay; to harass or punish by the imposition of excessively heavy or disagreeable tasks; to frighten, scold, beat or annoy by playing abusive tricks upon an individual. Violation of this provision may result in expulsion of individuals and suspension of organizations involved

The college authorities assume that students are capable of mature judgment and that they come earnestly desirous to prepare themselves for useful and honorable careers in life. The aim of the faculty is to lead students to cultivate habits of study, application, self-control, a high sense of honor, truthfulness, and an interest in maintaining the purity of the moral atmosphere of the college. Those who are not disposed to support heartily a sentiment of this kind should not apply for admission. The college reserves the right to take appropriate action, including separation from the college, for violations of accepted standards.

FINANCIAL AIDS

Shepherd College has established various types of financial aids to assist the student in obtaining a higher education. These financial aids include scholarships, loans, and part-time employment. Consideration for a student's selection for financial aid will be made on the following basis: (1) Outstanding scholarship, (2) Good character, (3) Financial need and (4) Qualities of leadership, personality, and service. Students on academic or social probation forfeit their awards during their probationary periods.

Application for financial aids should be made to the Dean of Students.

Scholarships

C. H. Musselman Foundation Scholarships

Through the generosity of the C. H. Musselman Foundation four (4) scholarships have been established valued at \$2980 each, with one new

scholarship to be awarded each year covering tuition fees, board and room for a period of four (4) years at Shepherd College. Candidates for these scholarships should be high school seniors outstanding in scholarship, character, leadership and service at the C. H. Musselman High School, Inwood, West Virginia, and be a member of a family engaged in the apple-producing or processing industry.

Ella May Turner Memorial Scholarships

The late Miss Ella May Turner, Professor of English at Shepherd College, provided for the establishment of a trust fund to be administered by the Old National Bank, Martinsburg, West Virginia. The income from this fund is used annually to provide scholarships for outstanding young men and women from Eastern West Virginia to attend Shepherd College.

Dr. J. O. Knott Scholarship

The late Reverend J. O. Knott, D.D., a Shepherd College alumnus of the Class of 1875, provided a scholarship valued at approximately \$40 annually for the winner of the Bible Essay Contest.

Jefferson County Scholarships

The Jefferson County Sesqui-Centennial Association has established a scholarship to be awarded annually to an outstanding graduating senior from each of the Jefferson County high schools located in Charles Town, Harpers Ferry and Shepherdstown. These scholarships provide tuition for the freshman year at Shepherd College. Students interested in applying for this scholarship should see their high school principal.

P. S. Scholarship Fund

Through the generosity of a good friend of Shepherd College, a sum of \$500 annually has been made available to assist worthy high school graduates outstanding in scholarship, character, leadership and service to attend Shepherd College.

Claude Worthington Benedum Foundation Scholarships

The Claude W. Benedum Foundation of Pittsburgh, Pennsylvania, has established a scholarship fund at Shepherd College to aid worthy West Virginia high school graduates to attend college. Each high school principal in Eastern West Virginia is requested to recommend an outstanding senior ranking in the upper twenty-five per cent of the graduating class for a Freshman Honor Scholarship that covers all tuition charges for the freshman year.

Charles Town American Legion Scholarships

The Jackson Perks Post No. 71 of the American Legion of Charles Town, West Virginia, awards annually two four-year scholarships to graduates of Charles Town and Harpers Ferry high schools. These scholarships are awarded on the basis of relationships to World Wars I and II veterans

for high scholastic averages. This scholarship provides for the payment of tuition and fees for four years.

George White Memorial Band Scholarship

The George White Memorial Band Scholarship was established by the Student Senate of Shepherd College as a memorial to one of the outstanding band students. This scholarship provides tuition for the freshman year for an outstanding music student.

West Virginia Board of Education Teacher Scholarships

The West Virginia Board of Education has authorized Shepherd College to grant ten (10)—five (5) elementary and five (5) secondary—teacher scholarships each academic year, covering all tuition and fees for four consecutive years following graduation from high school, to be based upon scholarship, personality, teaching aptitude and economic status. Each recipient pledges to teach four years in the public schools of West Virginia.

West Virginia Board of Education Speech and Essay Scholarships

The West Virginia Board of Education awards a four-year scholarship to state colleges to the winners of the various district speech contests sponsored by the American Legion, and the district winners of the Veterans of Foreign Wars' Essay Contest each year.

Raymond Baby Scholarship Fund for Freshmen

Four tuition scholarships are available each year to outstanding high school graduates entering the freshman class at Shepherd College. These scholarships are made available by a bequest made by the late Raymond Baby of Shepherdstown to encourage worthy students to attend Shepherd College.

Sigma Sigma Sigma Sorority Scholarship

This sorority has established a scholarship to assist an outstanding freshman woman to attend Shepherd College.

Alpha Sigma Tau Sorority Scholarship

The Alpha Sigma Tau Sorority has established a scholarship to assist an outstanding freshman woman to attend Shepherd College.

Washington Semester Scholarship

For the past six years the Department of Political Science has awarded a one hundred and twenty-five dollar (\$125) scholarship to the student selected by the Division of Social Sciences to represent Shepherd College in the Washington Semester Program, American University, Washington, D. C. This sum provides tuition for a semester of special study in the nation's capital.

Shepherd College Alumni Association Scholarship

The Shepherd College Alumni Association has established a scholarship program to encourage students with outstanding records of scholarship, character and leadership to attend their alma mater.

Storer College Alumni Memorial Scholarship

An annual scholarship from the interest earned from \$8,000 will be awarded to a man or woman student. The candidate must have attained sophomore standing and must have a 3.00 average, good personal qualifications, and acute financial need. This award will be made at the discretion of the faculty.

Additional Scholarships and Assistance

Sons and Daughters of Deceased War Veterans. For information write to the Department of Veterans Affairs, Charleston, West Virginia.

Physically Handicapped Students. For information write to the Division of Vocational Rehabilitation, State Board of Education, Charleston, West Virginia.

Student Loan Funds**Shepherd College Student Loan Fund**

This fund was established in 1917 by gifts from the late Miss Ella May Turner, the Class of 1917 and the faculty. Since that time, many contributions have been made to this fund.

The purpose of the Student Loan Fund is to provide small short-term loans to assist students in meeting their financial obligations. During each academic year the student loan fund assists more than 200 college students. Students interested in securing loans should get in touch with the Dean of Students.

P. H. and H. D. Lowry Loan Fund

The monies are deposited in the Shepherd College Foundation and used for matching funds under the Shepherd College National Defense Student Loan Fund.

These men are alumni of Shepherd College and the fund was established by heirs of P. H. and H. D. Lowry as a memorial.

Claude Worthington Benedum Loan Fund

The Claude Worthington Benedum Loan Fund is available to residents of West Virginia of good character who demonstrate a need for financial assistance.

Educational Loan Funds for College Students

The following organizations have established educational loan funds that are available at reasonable terms for worthy students interested in attending college: Knights Templars, West Virginia Federation of Women's Clubs, Martinsburg Rotary Club, Shenandoah Valley Chapter, National Society, Daughters of American Revolution.

National Defense Students Loans

This fund was established by the Federal Government in an agreement with Shepherd College. In the selection of students for loans, special consideration shall be given to: (a) Students with superior academic backgrounds who express the desire to teach in elementary or secondary schools, and (b) Students whose academic backgrounds indicate superior capacity or preparation in science, mathematics, engineering or a modern foreign language.

Loans from this fund will be available only to full-time students in good standing. A freshman must have ranked in the upper third of his high school graduating class. Students must show normal progress toward the degree for which they are working.

The specific amount to be loaned to any student will be determined on need, availability of funds and evaluation of scholastic ability.

All loan applications and promissory notes for minors must be co-signed by a parent or guardian.

Loans must be used for legitimate educational purposes, such as room, board, tuition and books.

A National Defense Student Loan requires that before obtaining this loan a student must sign a loyalty oath.

United Student Aid Funds, Inc.

The Shepherd College Foundation in cooperation with the USA Funds program makes loans to students after the freshman year. The Dean of Students will counsel the student initially as he borrows. The student loan upon final college approval is turned over to a selected bank which disburses the loan proceeds to the student.

PART-TIME EMPLOYMENT

Some students earn all or part of their expenses. The Dean of Students administers the student assistantship program, which consists of grants-in-aid for a limited number of students for services performed for the college. The Office of Dean of Students also serves as clearing house for students seeking off-campus employment and employers seeking the services of students. Supervisors of campus projects (librarian, cafeteria director, business manager, superintendent of buildings and grounds, etc.) call upon this office for referrals to positions which may be open. Any student on academic or social probation

will not be granted student employment by the college during the probationary period.

LIVING ACCOMMODATIONS

RESIDENCE HALLS

At Shepherd College the student housing units are thought of as an integral part of the educational program. Here, housing units are thought of as more than merely places in which students eat and sleep; they are considered to be living units in the true sense of the term. With this philosophy, life in the residence halls is carefully supervised, not for the sake of imposing discipline, but for the sake of teaching self-discipline on the part of the residents. In these residence halls, the surroundings are such as to cultivate good taste and good social manners. Activities, programs and counseling services are planned and carried out for the purpose of teaching individuals how to live happily and comfortably within groups.

Life in college housing can be as pleasant as the individual student makes it. It can be more—it can be a useful and helpful experience, as much a part of college as study and recitation, contributing to the sound education of American young people for effective citizenship.

All students, except those who live at home, are required to live in a college residence hall and to board in the college Dining Hall. Organizations or groups are not granted permission to operate housing facilities. If accommodations are not available in college residence halls, the students will be referred to private homes which have been approved by the college. Priority will be given first to seniors, then to juniors followed by sophomores for referral to community housing. All single freshmen not living with their parents will be required to live in college housing.

Parents may visit college residence halls at any time and may take meals in the college cafeteria at a fixed charge per meal.

A room deposit fee of twenty-five dollars (\$25.00) must accompany each residence hall application or application for admission to the college. The room deposit is retained by the Business Office from one school year to the next, unless a refund is authorized by the Dean of Students or Associate Dean of Students upon termination of residence. Room assignments will be made in order of application. The college reserves the right to assign residents to rooms. All fees are payable in advance at the time of registration. Students lease housing for the school year and are required to occupy that housing for the remainder of the school year.

The residence halls have specific standards designed to assist their residents in group living and citizenship education. By accepting a room reservation in the residence hall, students consent to an agreement with Shepherd College that they will obey the rules and regulations and will not conduct themselves in any way that will infringe upon the rights and privileges of the group. Students living in the residence halls are expected to be familiar with the regulations printed in the **Student Handbook** and **Coed**.

The double rooms, and those housing three students are furnished with single beds, dresser, chests, and desks. Students supply bed linens (a rental plan is available), towels, blankets, spreads, curtains, rugs, and accessories to suit their tastes.

OFF-CAMPUS HOUSING

No single students will be permitted to live in other quarters until after the college residence halls are fully occupied. Students who are unable to secure a room in a college residence hall will be referred to private homes approved by the college. Privately owned homes in which students room or board are subject to periodic inspection and official approval. The college authorities will cooperate with such home owners in the enforcement of the same regulations which prevail in college residence halls.

Orientation to College

All new students accepted for admission for the fall semester are expected to be present on the campus for Orientation Week. Activities of this week are designed to help the student in his adjustment to the campus and community, and to provide a basis for a satisfactory transition to college work. Included in the week's activities are guidance examinations, consultations with departmental advisers and faculty members, lectures and conferences covering various phases of academic and extracurricular activities.

Student Counseling Services

The counseling program is designed to provide every student with a faculty adviser with whom he or she may feel free to discuss academic, educational, vocational, or personal problems. The Dean of Students is always available to help students and faculty members in meeting the problems faced by students in adjustment to college life.

Each student is assigned a faculty adviser at the beginning of the school year. These advisers are available for the arranging of courses of study. Their approval of the student's class schedule is necessary before registration can be completed. Advisers will usually be members of the department in which the student is majoring and may be of special service in aiding the student in his academic program.

All members of the faculty are available and will gladly give time for advice. Each instructor is expected to post on his office door the schedule of times when students may obtain counsel.

Each resident counselor of the college residence halls has student counselors under his supervision. The student counselor is an undergraduate assistant chosen for his experience and maturity to assist the resident counselor with the residence hall program.

All new students are required to take a series of guidance tests. The guidance examination results provide the counselor and the student with information about the student's aptitudes, abilities, and interests. This information will assist them in making a wise selection of an academic program. Guidance examinations are administered to the student during Orientation Week.

STUDENT ACTIVITIES

Eligibility for Activities

To be eligible to participate in student activities, an individual must be enrolled as a full-time student (12 semester hours or more) and must have a grade-point average of 2.00 for the previous semester and for his entire college program. The 2.00 average must be earned at Shepherd College by the student enrolled as a full-time student. This grade-point average requirement does not apply to those organizations which have higher requirements.

These eligibility requirements apply to:

1. Individuals who represent the college in any public appearance.
2. Individuals who wish to hold an elective or appointive office, or membership on committees.
3. Individuals who wish to become a member of a recognized student organization (including a fraternity or sorority).
4. Individuals who wish campus employment as student assistants, student counselors, etc.

The records of those students whose status is questionable should be checked at the Office of Dean of Students before participation.

The rules and the policies of the West Virginia Intercollegiate Athletic Conference govern participation in intercollegiate activities.

STUDENT GOVERNMENT AND ACTIVITIES

All students are urged to be active participants in the conduct of student affairs. Opportunities are numerous for demonstrating leadership, and for electing representatives to student government bodies. Residence Hall councils have some responsibilities in regulating student life there, and each student has a voice in making policies as well as in electing the members to the Student Senate.

Student organizations and activities are coordinated by the Office of the Dean of Students and the Student Senate, representing the students of Shepherd College as set forth in its constitution.

The various organizations provide excellent educational experiences for developing qualities of leadership, good citizenship and character. All students are encouraged to participate actively in the various student organizations. In order that a few students may not hold the major offices of a number of organizations, a student may hold only one major office in a college organization each year. New organizations are chartered by application to the Student Affairs Committee and approved by the Administrative Committee and the Student Senate.

All organizations are under the supervision of the college and are subject to general college regulations. All organization activities are held on the campus and scheduled on the college calendar. Organizations desiring to meet off-campus must secure advance approval and meet in a college-approved location.

A college faculty member is appointed or elected to serve as an adviser to each student organization. The faculty adviser attends all organization meetings and is responsible to the college. The officers and members of each organization are expected to cooperate at all times with the faculty adviser.

GOVERNING GROUPS

| | |
|--|---|
| Student Senate | Panhellenic Council |
| Fraternities | |
| Phi Sigma Epsilon, Sigma Chi Chapter | Tau Kappa Epsilon, Epsilon Xi Chapter |
| Sororities | |
| Alpha Sigma Tau, Chi Chapter | Sigma Sigma Sigma, Beta Delta Chapter |
| Honor Societies | |
| Kappa Delta Pi (Education, Delta Psi Chapter, 1939) | |
| Professional Fraternity | |
| Alpha Beta Alpha (Library Science, 1958) Delta Sigma Pi (Business Administration, 1960) | |
| Recognition Societies | |
| Alpha Psi Omega (Drama), Alpha Chi Cast | |
| Publications | |
| Picket (Newspaper) — Cohongoroota (Yearbook) | |
| Special Interest Groups | |
| Band, Instrumental Music | Beta Chi Phi Mu, a science academy |
| Circle K Club, a service organization | Choir, vocal music |
| Home Economics Club | 4-H Club |
| M.E.N.C. (Music Educators National Conference) | International Relations Club Student National Education Association, Cohongoroota Chapter |
| Veterans Club | Sigma Pi Epsilon (Chemistry) |
| Class Organizations | |
| Freshman | Junior |
| Sophomore | Senior |
| Athletic Club | |
| Rams Club — Varsity lettermen | |
| Religious Organizations | |
| Methodist Student Movement | Westminster Fellowship (Presbyterian) |
| Student Christian Association | Newman Club (Catholic) |

Social Probation

Any student whose conduct, either on or off the campus, is considered by the administration and faculty to be detrimental to the student or the college may be placed on social probation. Students placed on social probation will not be granted scholarships, nor part-time employment and will not be permitted to hold office or officially represent the college.

If a student fails, during the period of probation, to conform to the ideals, standards, and regulations of the college, he may be dismissed from the college.

Religious Life

Shepherd College is committed to the Christian approach to living and the values implicit in Christian doctrine. Students and faculty are encouraged to be active in the work of the church of their choice in the community. Shepherdstown has seven churches: Baptist, Catholic, Episcopal, Lutheran, Methodist, Presbyterian and Reformed.

An active nonsectarian Student Christian Association at the college is affiliated with the national movement of the same designation. Opportunities for religious counseling are provided by the members of the local Ministerial Association. A posted schedule tells students when individual clergymen are available for conferences on the campus. The college Calendar and Assemblies Committee select outstanding leaders in the field of religion to speak at student convocations. The freshman orientation class gives consideration to the problems of religious adjustment for college students.

College Cultural Activities

From the formal convocation opening the college year to the impressive commencement exercises closing the academic year, Shepherd College students are provided with a calendar of cultural enrichment events.

Outstanding cultural and educational programs have been presented in college assemblies and evening concerts that featured the Temple University Choir, the Virginia Symphony Orchestra, Richmond, the Alabama String Quartet, and a number of outstanding personalities speaking on subjects of general student interest.

Reynolds Hall Little Theatre has featured a number of student dramatic and musical productions including "Plain and Fancy," and "The Bishop Players," a professional dramatic group. The Music Department presented Handel's "Messiah" and a number of student musical recitals and special musical programs during the year. For the past five years a "Fine Arts Festival" featuring the best in art, music, drama, and physical education has brought a week of cultural enrichment to the campus.

Reynolds Hall is equipped with high fidelity tone quality equipment for playing recordings and transcriptions. Outstanding cultural motion pictures are presented according to student interest.



The Queen's Ball is one of the highlights of the year.

College Assemblies

At the college assemblies there are special entertainment numbers, visiting speakers, and programs prepared by student groups.

These assemblies are part of the Freshman Orientation Course and all freshmen are required to attend. All upperclass students are encouraged to be present at these assemblies.

Health Services

The Shepherd College Health Center is located in the southeast wing of the Health and Physical Education Building. It consists of two adequately equipped health service rooms and a waiting area. The Health Service staff consists of a registered nurse, who is on duty each school day, and a physician who is available at his office near the campus. The nurse and physician are subject to call when services are needed.

A follow-up health examination is given to each freshman and transfer student during Orientation Week. Students are assigned to the required physical education classes according to the result of the health examinations. The health examination includes the following: medical, dental, and physical examinations. Students found to be in need of medical care are referred to their family physician. Follow-up work on these cases is carried out by the college nurse. Students are requested to report any illness or sources of infection immediately.

All new students, including transfers, are required to have the physical examination done at their own expense. The director of admissions or the college nurse will provide the physical examination card to be used.

Illness developing during the night should be reported to the Resident Counselor. Continued illness should be reported by the Resident Counselor to the college nurse.

Students absent from classes due to illness should bring a certificate from the attending physician, or a statement from their parents, to the college nurse. The College Health Service is not authorized to issue excuses for illness which has not been treated by the college nurse or physician.

Shepherd College will not assume financial responsibility for medical treatment beyond the regular services of the college nurse and physician. In case of serious illness, the student may be hospitalized in the Kings Daughters and City hospitals of nearby Martinsburg; or parents are requested to take the student home to their family physician.

Special health services are available to veterans at the Veterans Administration Center, Martinsburg, West Virginia.

Special psychological and psychiatric services are available to all students when recommended through the Guidance Clinic of the Tri-County Health Department, Martinsburg, West Virginia.

Students will have an opportunity on registration day to take advantage of an economical accident and health group insurance plan with The Educators' Mutual Life Insurance Company. A representative of the company will be on the campus during Orientation Week. Students are encouraged to participate in this plan.

Motor Vehicle Registration

A resident student who wishes to keep an automobile on the campus or in Shepherdstown may do so only with the permission of the Dean of Students. **Freshmen resident students are not permitted to have automobiles.**

Shepherd College students who operate any motor vehicle on or near, or to and from, the campus are required to register the motor vehicle during registration for classes in the fall. Students may be denied permission to drive vehicles, for social or pleasure purposes, by the Deans of Students.

Students on academic and social probation are denied use of an automobile except under special circumstances.

Placement Bureau

The college maintains a placement service to assist recent graduates and former students of the college in obtaining positions. Prospective graduates are asked to register with the Bureau early in the semester of graduation. Former students of the college who desire the services of the Bureau are requested to register as early in the year as possible. The necessary blank forms may be secured by correspondence or conference with the Director of the Bureau.

School officials and representatives of government, business and industry are encouraged to use the Bureau in filling positions. They will be supplied confidential information about qualified candidates. Every effort is made to assist students in finding positions for which they are qualified, and to secure advancement for former students. No fee is charged for this service.

Letters should be addressed to the Director of the Placement Bureau, Shepherd College, Shepherdstown, West Virginia.

Athletics

Intramural Sports—Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation throughout the school year.

Intercollegiate Athletics—Shepherd College sponsors athletic teams in football, basketball, baseball and swimming. They compete with member colleges of West Virginia Intercollegiate Athletic Conference and colleges in the tri-state area. There are also opportunities for participation in track, golf and tennis.

A Statement of Athletic Policy of Shepherd College General Statement

We believe that athletes should be treated as all other students in reference to admissions, scholarships, program of study, part-time employment, eligibility and participation in activities representing Shepherd College.

Purposes of Shepherd College's Athletic Program

1. To provide friendly competition and cooperation with other colleges and universities.
2. To develop the physical, mental, emotional, social, and moral well-being of each participant.
3. To stimulate participants to a high calibre of citizenship.
4. To furnish vicarious recreative value to college students, faculty, and community.
5. To provide practical experiences for careers in coaching and teaching sports.

In order that the college may continue to carry on intercollegiate athletic programs pursuant to policies recommended by the North Central Association of Colleges and Secondary Schools, the following minimum standards have been specifically approved by the college:

1. The control and primary responsibility for the conduct of the inter-collegiate athletic program is exercised by the President upon the recommendation of the Athletic Committee, which is composed of representatives of the faculty and the student body.
2. The members of the coaching staff are regularly constituted members of the faculty and have the same professional status and tenure as other faculty members. The method of appointment, salary, and qualifications for membership on the faculty are similar to those of other faculty members.
3. Students who plan to participate in athletics are admitted by the Committee on Admissions and Credits on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.
4. The award of any student aid, student loan, or student employment to an athlete is made through the regular agency of the college for granting of aid to all students. Such aids are awarded on a basis which will not discriminate for or against presumed or recognized athletes. An athlete is required in employment to give full and honest return for pay received.
5. All athletic funds are handled by the Business Manager of the college. An audit of the receipts and disbursements of these funds is made

annually by the auditors of the West Virginia Tax Commissioner and a report thereof made to the President and to the West Virginia Board of Education.

6. The practice of bringing prospective athletes to the campus for athletic try-outs or paying their expenses for the campus visitation is not permitted.
7. An effort is made to compete with colleges having similar educational and athletic policies.
8. Shepherd College is a member of the West Virginia Intercollegiate Athletic Conference. The same eligibility rules apply to all contests with teams not in the West Virginia Conference.



Knutti Hall in Winter

Section VI

ACADEMIC PROGRAM

The College Plan of Organization

The academic program of the college is organized on a divisional basis. Each of the eight divisions has a chairman who presides at the monthly meeting. These chairmen compose the Academic Committee, which serves as an advisory group to the Academic Dean. Purposes of the curricula in each division operate within the framework of the philosophy of the college.

Academic Divisions

The college academic program has eight major divisions embracing the following departments of instruction:

- I. Division of Business Administration:
accounting, marketing, and business education.
- II. Division of Education:
psychology, elementary and secondary education.
- III. Division of Fine Arts:
art and music.
- IV. Division of Health and Physical Education:
physical education and athletics.
- V. Division of Home Economics.
- VI. Division of Languages and Literature:
religion and philosophy, drama, English, literature, journalism, library science, French, German, radio and speech.
- VII. Division of Social Sciences:
economics, geography, history, political science, and sociology.
- VIII. Division of Science and Mathematics:
biology, chemistry, mathematics, nursing education, physical science and physics.

Explanation of College Course Numbers and Terms

Numbering of Courses—Courses 100 to 199 are for first-year students; courses 200 to 299 are for second-year students; courses 300 to 399 are for third-year students; courses 400 to 499 are for fourth-year students.

All courses numbered below 300 are lower-division courses, and courses numbered 300 or above are designed as upper-division courses.

First-year students are not usually admitted to courses numbered 300 or above. Third-year and fourth-year students are expected to elect at least half of their work from courses numbered 300 or above.

Meaning of Terms Used—The term **hour** or **hours** means semester hour or hours. A **semester hour** consists of one hour of recitation with two preparation hours per week for eighteen weeks. From twelve to seventeen semester

hours constitutes a full-time load for a student in a semester. The **normal load** is sixteen hours, thus making 128 hours in eight semesters or four years, 128 hours being required for a degree.

The term **teaching field** means the subject matter field of specialization in a curriculum for teachers. A student elects two teaching fields. The terms **major** and **minor** refer to areas of specialization in the college liberal arts curriculum.

Schedule of Classes

Complete Schedule of Classes Offered Each Semester—A complete schedule of classes offered each semester, showing days of the week and the hours at which they will meet, will be available before the beginning of the semester. Each course will be given as scheduled if ten or more students register for the course. If fewer than ten students register, college officials reserve the right to cancel the course. Each course for which no semester or year is indicated will be offered when the Academic Dean, in cooperation with the division chairman and the instructor, determines the need and recommends that it be given.

Classification of Students

Classification of students is made on the following basis: first year, less than 24 semester hours; second year, 25 to 56 semester hours; third year, 57 to 91 semester hours; fourth year, 92 or more semester hours.

Amount of Work Taken

Thirty-two semester hours of work each year will usually prove sufficient for the average student. The first semester's work should not exceed seventeen hours, and the work of any subsequent semester will be limited to seventeen hours, unless preceding work has reached a quality point average of three. Students who have an average of 3.000 through 3.499 on the preceding semester's work may carry eighteen semester hours. Students who have an average of 3.500 through 4.000 on the preceding semester's work may carry nineteen semester hours. Exception to these rules may be made only on petition to the Academic Dean.

The normal load is six semester hours of credit for each summer term with a total of twelve semester hours for the summer session.

Fourteen semester hours is the maximum load during the two terms. A student must have at least a "B" average on the last semester's work or on all work taken, or be a candidate for graduation at the end of the summer session in order to be eligible to take fourteen semester hours.

Withdrawal and Change in Assignment

Students desiring any change in assignment or permission to withdraw from any course should consult the Academic Dean. Withdrawal from one class and entrance into another after a semester begins may be permitted only on petition to the Academic Dean. The withdrawal procedure is incomplete until all necessary signatures have been secured. This must be done during the specified time limit.

Necessary withdrawals from school should be reported to the Academic Dean's office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must be reported and financial clearance made at the business office. (See **Marking System** below for additional information on withdrawals.)

Marking System

A—Superior; B—Good; C—Average; D—Below average, lowest passing mark; F—Failure; I—Incomplete; W—Withdrew, grade given for withdrawal during first six weeks; WP—Withdrew passing after first six weeks; WF—Withdrew failing after first six weeks; WIF—Failure due to irregular withdrawal from school or from a single class. No withdrawals from a particular class will be permitted during the last three weeks of the semester or the last week of summer school. Students withdrawing from school during this period will be given grades of WF or WP as warranted.

E—Condition indicates unsatisfactory work. When the condition is removed, the grade cannot be higher than D.

If the deficiency reported by E is not made up within a year, the grade automatically becomes F.

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons. When the work missed is done satisfactorily, the final grade may be any of four passing marks.

If the deficiency represented by I is not made up within a year, the grade automatically becomes F. A grade of C cannot be repeated to improve quality points.

In a typical unselected group of 100 college students, we should normally expect to find approximately: A, 5; B, 25; C, 40; D, 25; I, E, and F, 5.

Quality Points

The quality-point average is computed on all work for which the student has registered, except for the courses with grades of W and WP, and is based on the following quality-point values for each semester hour of credit:

| A | B | C | D | F | WF | FIW |
|---|---|---|---|---|----|-----|
| 4 | 3 | 2 | 1 | 0 | 0 | 0 |

Scholarship Requirements for Continuance in College

A student who in any semester falls below a point average of 1.5 will be placed on probation for low scholarship. If he does not earn a point average of 2.00 in the semester in which he is on probation, he is automatically dropped from the college for low scholarship. A student who has been placed on probation remains in that status until his overall average reaches 2.00, when he is automatically removed. No student on probation can carry more than 14 hours except by permission of the Academic Dean.

A student dropped for low scholarship may petition the committee on Admissions and Credits for reinstatement after a lapse of one regular semester. If reinstated, the student must meet the regular scholastic regulations from

that time on in all college work. No student on probation shall have part-time employment at the college, nor permitted to have a car on campus.

Those students suspended in June **for the first time** for academic reasons may be eligible to return in September of the same year provided they attend summer school at Shepherd College for eleven weeks and take a total of eleven semester hours. The courses taken must be from specific subjects approved in advance by the Academic Dean. The students must maintain a "C" average in his total summer program. If the student concerned has complied with the above requirements he can ask the Committee on Admissions and Credits to review his case at the end of the second summer session. The Committee on Admissions and Credits will have final jurisdiction concerning admission in September. The student can expect readmission if he complied with provisions outlined above and is otherwise in good standing. (Adopted by faculty, May 15, 1961).

A student who fails to pass on fifty per cent of the work carried in any semester will not be permitted to enroll the following semester without permission of the Admissions and Credits Committee.

Students who have been suspended for the second time will not be considered for readmission.

Eligibility for the Dean's List

To be so honored, a student must carry at least 16 hours of work or be in the professional teaching block. He must maintain a 3.2 average for the semester.

Attendance

Students are required to attend classes. All absences are recorded by the instructor and reported weekly to the Academic Dean. Each student who is absent is responsible for presenting the cause of his absence to the instructor within **one week** after the absence. The instructor decides whether or not the absence is excusable according to the college attendance policy. It is the student's responsibility and privilege to make up the work missed if the absence is excused.

The attendance policy follows:

1. Excused absences shall constitute:
 - a. absence because of the student's illness.
 - b. absence because of death in the immediate family.
 - c. absence while officially representing the college.
 - d. absence because of an approved field trip.
2. All other absences shall be considered as **unexcused absences**. (e.g., work, vacations)
3. Any unexcused absence on the last class meeting immediately preceding, or the first class meeting immediately following, a holiday will be counted as a double absence.
4. Missing any class or laboratory session or major portion thereof shall constitute an absence. Missed sessions because of late registration shall constitute absences.
5. All provisions of the attendance rules apply during summer sessions except that no more than one unexcused absence will be allowed in any course during a summer session.

6. When unexcused absences exceed the total number of credit hours offered in any course, the student must appear before a Committee on Attendance, composed of the Academic Dean, Dean of Students and the professor involved, to justify why he should be reinstated in said course. Should the said committee decide that the absences are unjustified, the student shall be dropped from said course, and a grade of F be recorded on the permanent file, for the course thus dropped. The professor will initiate the action concerning the student. The student will take the responsibility for assembling the committee.
7. If the student is readmitted to the course, and is absent again without excuse, he shall be automatically dropped from the course, and a grade of F shall be recorded on the permanent record, unless he can show the committee he was absent because of extra-ordinary circumstances.
8. Any work missed by the student must be made up to the satisfaction of the instructor involved, or the student will be dropped from the course.
9. At the discretion of the Administrative Council, the regulations on missing sessions because of late registration may be waived for teachers whose schools are still in session when the Shepherd College Summer term opens.

Instructors planning to take students on field trips or to any official college activity should present the names of the absentees to the Academic Dean for his approval **one week in advance**. The Dean will notify the faculty concerning the students whose absences have been excused by him.



The Faculty Honors New McMurrow Scholars

GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES OFFERED AT SHEPHERD COLLEGE

I GENERAL EDUCATION REQUIREMENTS¹

(Note to Freshmen entering in June or September 1964)

The General Education Program will be changed in the 1965-66 catalog. The change affects literature courses as well as courses in the social studies. You may wish to follow the new program in General Education. This will be available to you through your advisor.

Language and Literature

| | Semester | Hours | B.S. and Degrees in B.A. Education |
|--|----------|-------|---|
| Written and Spoken English 101, 102 | 6 | 6 | |
| Advanced Written and Spoken English 213 | 3 | 3 | |
| Study and Appreciation of American Literature 212 or 214 or English Literature 210 or 211 | 3 | 3 | |
| *French or German | 12 | | |
| | <hr/> | <hr/> | |
| (See note below concerning English.) | 24 | 12 | |

Social Science:

| | | |
|---|-------|-------|
| Development of Social Institutions 101, 102 | 6 | 6 |
| Fundamental Social Problems 211, 212 | 6 | 6 |
| | <hr/> | <hr/> |

Science:

| | | |
|---|---|---|
| General Biological Science 101, 102 or General Physical Science 103, 104 | 8 | 8 |
|---|---|---|

Mathematics

| | | |
|--|---|---|
| | 3 | 3 |
|--|---|---|

Education and Psychology:

| | | |
|--|-------|-------|
| Orientation 101 | 1 | 1 |
| ‡Psychology 103, 104 or Human Development 201, 202 | 6 | 6 |
| | <hr/> | <hr/> |

Fine Arts:

| | | |
|------------------------------|-------|-------|
| Music in Human Relations 111 | 2 | 2 |
| Art Appreciation 103 or 104 | 2 | 2 |
| | <hr/> | <hr/> |

Health and Physical Education:

| | | |
|-----------------------------|----|----|
| Physical Education 121, 122 | 2 | 2 |
| Total | 60 | 48 |

¹The General Education Requirements are designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

*Foreign language required for the non-teaching Bachelor of Arts degree and recommended in some areas for the Bachelor of Science degree. Requirement may be waived by the Modern Language Department for students presenting three (3) high school units of credit in one language, and only six (6) semester hours in a language is required for students presenting two (2) high school units in one language.

†Human Development is required for teacher education.

See pages 88 and 89 for complete degree requirements for the Bachelor of Arts degrees in Elementary and Secondary Education.

English 101 is prerequisite to English 102. English 102 is prerequisite to all other English courses except 213a (Spoken English). Students are not ordinarily permitted to drop English 101.

English 101 may be waived by special examination or on the basis of freshman placement tests, but no credit is allowed.

II RECOMMENDED FRESHMAN AND SOPHOMORE SCHEDULE FOR STUDENTS PURSUING A LIBERAL ARTS CURRICULUM

| Freshman Year | | |
|--|----|--|
| First Semester | | Second Semester |
| Written and Spoken English 101 | 3 | Written and Spoken English 102 |
| Development of Social Institutions 101 | 3 | Development of Social Institutions 102 |
| General Biological Science 101 or General Physical Science 103 | 4 | General Biological Science 102 or General Physical Science 104 |
| Orientation 101 | 1 | Orientation in Physical Education 122 |
| Orientation in Physical Education 121 | 1 | |
| *Electives | 5 | *Electives |
| | 17 | 16 |

| Sophomore Year | | |
|---|----|--|
| First Semester | | Second Semester |
| Human Development 201 | 3 | Human Development 202 |
| Fundamental Social Problems 211 | 3 | Fundamental Social Problems 212 |
| Study and Appreciation of English Literature 210 or 211 or Study and Appreciation of American Literature 212 or 214 | 3 | Advanced Written and Spoken English 213 |
| Art Appreciation 103 or Music in Human Relations 111 | 2 | Art Appreciation 104 or Music in Human Relations 111 |
| *Electives | 5 | Introduction to Mathematics 215 |
| | 16 | 16 |

III DEGREE REQUIREMENTS FOR MAJOR AND MINOR AREAS OF SPECIALIZATION

| | Semester Hours | |
|-----------------------------------|----------------|-------|
| | Major | Minor |
| Bachelor of Arts Degree | | |
| Art | 32 | 21 |
| English | 35 | 27 |
| French | | 21 |
| Geography | | 24 |
| History | 36 | 30 |
| Journalism | | 21 |
| Library Science | | 26 |
| Music | 36 | 25 |
| Religion and Philosophy | | 20 |
| Psychology | | 23 |
| Speech and Drama | 33 | 24 |
| Sociology | | 23 |
| Bachelor of Science Degree | | |
| Biology | 30 | 26 |
| Business Administration | 44 | 32 |

| | | |
|----------------------------|----|----|
| Home Economics | 56 | |
| Secretarial Administration | 44 | 24 |
| Chemistry | 32 | 24 |
| Economics | 36 | 27 |
| Mathematics | 30 | 24 |
| Physics | | 22 |
| Political Science | 30 | 21 |

* Electives should be taken on the advice of the adviser in the major and minor fields.

IV GENERAL REQUIREMENTS FOR GRADUATION

Degrees Conferred: The Bachelor of Science degree is conferred upon graduates majoring in biology, business administration, secretarial administration, chemistry, economics, mathematics, and political science. The Bachelor of Arts degree is conferred upon majors in art, English, history, music, and speech and drama. Bachelor of Arts degrees are Bachelor of Arts, Bachelor of Arts in Elementary Education, and Bachelor of Arts in Secondary Education. Both major and minor fields, with a "C" average, are required for nonteaching degrees.

"No student will be awarded two degrees simultaneously. In order to be awarded a second degree, a student will need to take at least 30 hours of additional credit. For the second degree he will follow the catalog most recently issued. Meeting requests for a teaching certificate for Liberal Arts graduates would not involve conferring an additional degree." June, 1963, was the last possible date for students to receive two degrees under the provisions of previous catalogs.

Semester hours required: For graduation, a minimum of 128 semester hours with 256 quality points are necessary. Of the 128 hours of credit, a minimum of 45 must be earned in courses above the sophomore level.

Electives: Elective courses in the major, minor or teaching field must be approved by the adviser.

Residence: At least 32 semester hours of resident study at this college is required before graduation. A majority of these hours must be done in residence during the year of graduation. Graduation exercises are held once a year at the close of the second semester.

The final six hours of work must be completed at this institution unless the candidate is excused by the Committee on Admissions and Credits. An \$8.00 graduation fee is required and is due eight weeks prior to graduation. In order to make a careful check of requirements, students on the campus may be asked to apply at the beginning of the second semester of their senior year.

Work completed at another institution: All work taken at another institution which is to be applied to a degree at Shepherd must be approved in advance.

It is the student's responsibility to check on all requirements and to make inquiry if there is any doubt of his meeting any of them. A frequent check on requirements as listed in the college catalog, and frequent conferences with advisers are desirable to make sure that the student is making regular progress. It is well to get required courses completed as soon as possible to prevent conflicts of prescribed subjects during the senior year. A student will have a seven-year period to complete requirements under the catalog in effect at the time of entrance. A student may elect to graduate under a later catalog than the one under which he entered. However, he is not permitted to split catalogs. State regulations may change this provision.

Quality-Point Requirement: For graduation and/or certification the applicant shall have a quality-point ratio of 2.00 (average of C) on all work attempted with the exception of courses with grades of W and WP. This policy took effect at the beginning of the 1956 summer session. Work taken prior to June, 1956, will be computed in accordance with the regulations in force at the time the work was taken. A quality point deficit acquired at Shepherd cannot be made up at another institution.

Graduation With Honors: Candidates for degrees who maintain high averages of scholarship are graduated with honors. Honors are determined by the cumulative quality-point average of the student's work at graduation: Highest Honors, "Summa Cum Laude," 3.75 and above; High Honors, "Magna Cum Laude," 3.50 to 3.74; Honors, "Cum Laude," 3.00 to 3.49.

McMurran Scholar: The faculty recently created the award of McMurran Scholar, which is the highest honor awarded at Shepherd.

(See list on page 162).

Special Requirements

1. All candidates for degrees must be of good moral character and must have maintained a good citizenship record.
2. An application for graduation and an \$8.00 graduation fee must be filed with the Registrar eight weeks prior to the date of graduation.
3. Candidates for graduation are required to attend the commencement exercises for the conferring of degrees.
4. Candidates have the opportunity to register with the College Placement Bureau and file a suitable photograph without charge for the service.
5. All obligations to the college must be paid before commencement.
6. All graduates must make a satisfactory grade on the sophomore English test (effective for all graduates, June, 1964). This requirement can be waived on the recommendation of the Academic Dean and the Chairman of the English Division.
7. Circumstances may exist where the major professor may have reason to believe that a student should take additional courses in order to be recommended for graduation. This requirement must be met by the student in the event that the majority of the members of the Division and the Academic Dean so recommend. This decision must be made prior to the beginning of the student's final semester.

SPECIAL EXAMINATION FOR COURSE CREDIT

Students may take special examinations to qualify for credit in certain courses. For further information as to the courses covered in this manner, students should get in touch with the Office of the Registrar. All tests are administered by the divisions concerned.

Application must be made to the Academic Dean for permission to take a special examination. To qualify for permission to take such an examination, an applicant must be enrolled at Shepherd College on a full-time basis. The applicant must, in addition, establish eligibility in regard to his background in the area concerned and be recommended by the chairman of the division and the instructor concerned. In order to gain college credit by special examination, the student must demonstrate better than average proficiency in the examination. Examinations will not be given for courses in which the student has obtained a low grade previously.

Applicants must pay a fee of \$3.00 for each special examination, and must be regularly enrolled at the time of taking the examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

PREPARATION FOR PRE-PROFESSIONAL AND VOCATIONAL STUDY

The following programs have been coordinated with the Registrar and Deans at West Virginia University: pre-pharmacy, pre-dental, pre-medical, pre-veterinary, pre-medical technicians and courses basic to engineering and to agriculture.

Shepherd College offers pre-professional and vocational preparation, and each year graduates of the college enter the leading universities and professional schools of the country.

PRE-PHARMACY

| First Semester | | First Year | | Second Semester | |
|------------------------|---------|------------------------|--------|-----------------|---------|
| English 101 | 3 hrs. | English 102 | 3 hrs. | | |
| Biology 208 | 4 hrs. | Biology 209 | 4 hrs. | | |
| Chemistry 101 | 4 hrs. | Chemistry 102 | 4 hrs. | | |
| Mathematics 106 | 3 hrs. | Mathematics 201 | 3 hrs. | | |
| Physical Education 121 | 1 hr. | Physical Education 122 | 1 hr. | | |
| Psychology 101 | 1 hr. | | | | |
| Total | 16 hrs. | Total | | | 15 hrs. |

| First Semester | | Second Year | | Second Semester | |
|----------------|---------|----------------|--------|-----------------|---------|
| Chemistry 311 | 4 hrs. | Chemistry 312 | 4 hrs. | | |
| Physics 211 | 4 hrs. | Physics 212 | 4 hrs. | | |
| Economics 205 | 3 hrs. | Speech 205 | 3 hrs. | | |
| English 211 | 3 hrs. | Psychology 104 | 3 hrs. | | |
| Psychology 103 | 3 hrs. | | | | |
| Total | 17 hrs. | Total | | | 14 hrs. |

Note: A student preparing for pre-pharmacy in two years must go to a summer school on a campus offering an eight hour organic chemistry course and take this course.

PRE-DENTAL

| First Semester | | First Year | | Second Semester | |
|------------------------|---------|------------------------|--------|-----------------|---------|
| English 101 | 3 hrs. | English 102 | 3 hrs. | | |
| Biology 208 | 4 hrs. | Biology 209 | 4 hrs. | | |
| Chemistry 101 | 4 hrs. | Chemistry 102 | 4 hrs. | | |
| Psychology 101 | 1 hr. | Mathematics 201 | 3 hrs. | | |
| Mathematics 106 | 3 hrs. | Physical Education 122 | 1 hr. | | |
| Physical Education 121 | 1 hr. | | | | |
| Total | 16 hrs. | Total | | | 15 hrs. |

| First Semester | | Second Year | | Second Semester | |
|--------------------------|---------|--------------------------|--------|-----------------|---------|
| German 101 or French 101 | 3 hrs. | German 102 or French 102 | 3 hrs. | | |
| Physics 211 | 4 hrs. | Physics 212 | 4 hrs. | | |
| Biology 332 | 4 hrs. | Biology 406 or 401 | 4 hrs. | | |
| Chemistry 311 | 4 hrs. | Chemistry 312 | 4 hrs. | | |
| Psychology 103 | 3 hrs. | Psychology 104 | 3 hrs. | | |
| Total | 18 hrs. | Total | | | 18 hrs. |

For the third and fourth year curriculum see adviser.

Note: The minimum requirement for admission to a school of dentistry is three years pre-dental preparation.

Courses in biological science and chemistry should not include subjects that are duplicate courses given in schools of dentistry, such as biological chemistry, human physiology, etc.

Organic chemistry is usually deferred until the third year of pre-dental preparation unless the student wishes to apply to a school of dentistry after completing only two years of pre-dental work. Organic chemistry should then be taken during the second year of college or during the summer following the second year.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular dental school which the student plans to enter.

Students who transfer to dental school at the end of the third year at Shepherd may transfer their first year of work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

PRE-MEDICAL

First Year

| First Semester | | Second Semester | |
|------------------------------|---------|------------------------------|---------|
| English 101 | 3 hrs. | English 102 | 3 hrs. |
| Biology 208 | 4 hrs. | Biology 209 | 4 hrs. |
| Chemistry 101 | 4 hrs. | Chemistry 102 | 4 hrs. |
| Psychology 101 | 1 hr. | Mathematics 201 | 3 hrs. |
| Mathematics 106 | 3 hrs. | Physical Education 122 | 1 hr. |
| Physical Education 121 | 1 hr. | | |
| Total | 16 hrs. | Total | 15 hrs. |

Second Year

| First Semester | | Second Semester | |
|----------------------|---------|--------------------------|---------|
| French 101 | 3 hrs. | French 102 | 3 hrs. |
| Physics 211 | 4 hrs. | Physics 212 | 4 hrs. |
| Biology 332 | 4 hrs. | Biology 406 or 401 | 4 hrs. |
| Chemistry 311 | 4 hrs. | Chemistry 312 | 4 hrs. |
| Psychology 103 | 3 hrs. | Psychology 104 | 3 hrs. |
| Total | 18 hrs. | Total | 18 hrs. |

For the third and fourth year curriculum see adviser.

Note: The minimum requirement for admission to a school of medicine is three years of pre-medical preparation.

Courses in biological science and chemistry should not include subjects that are duplicate courses given in schools of medicine, such as biological chemistry, human physiology, etc.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular medical school which the student plans to enter. Medical schools expect the student to have completed at least three years of pre-professional training; many require four years of work with a degree. In all cases Chemistry 315 and 316 will be required in the third-year program. Shepherd is prepared to meet these needs.

Students who transfer to medical school at the end of the third year at Shepherd may transfer their first year of work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

PRE-VETERINARY**First Year**

| First Semester | | Second Semester | |
|------------------------|--------|------------------------|--------|
| English 101 | 3 hrs. | English 102 | 3 hrs. |
| Mathematics 106 | 3 hrs. | Mathematics 201 | 3 hrs. |
| General Botany 208 | 4 hrs. | General Zoology 209 | 4 hrs. |
| General Chemistry 101 | 4 hrs. | General Chemistry 102 | 4 hrs. |
| Orientation 101 | 1 hr. | Physical Education 122 | 1 hr. |
| Physical Education 121 | 1 hr. | Elective | 2 hrs. |

| | | | |
|-------|---------|-------|---------|
| Total | 16 hrs. | Total | 17 hrs. |
|-------|---------|-------|---------|

Second Year

| First Semester | | Second Semester | |
|------------------------------------|--------|--|--------|
| General Physics 211 | 4 hrs. | General Physics 212 | 4 hrs. |
| Fundamental Social Problems 211 | 3 hrs. | Genetics 344 | 3 hrs. |
| Comparative Anatomy 332 | 4 hrs. | Advanced Written and Spoken English 213 | 3 hrs. |
| Bacteriology 302 | 4 hrs. | Fundamental Social Problems 212 | 3 hrs. |
| Electives | 2 hrs. | Electives | 3 hrs. |

| | | | |
|-------|---------|-------|---------|
| Total | 17 hrs. | Total | 16 hrs. |
|-------|---------|-------|---------|

For third and fourth year curriculum see adviser.

Note: Other courses will be recommended to the student to meet the requirements of the particular school of veterinary science which he plans to enter; his needs for a B. S. degree will be borne in mind. Those who may plan a three-year pre-veterinarian program, the adviser will assist in scheduling such courses as will be of most value.

PRE-MEDICAL TECHNOLOGIST**First Year**

| First Semester | | Second Semester | |
|--------------------------|---|--------------------------|---|
| English 101 | 3 | English 102 | 3 |
| Biology 208 | 4 | Biology 209 | 4 |
| Chemistry 101 | 4 | Chemistry 102 | 4 |
| French 101 or German 101 | 3 | French 102 or German 102 | 3 |
| Orientation 101 | 1 | History 102 | 3 |
| Physical Education 121 | 1 | Physical Education 122 | 1 |

| | | | |
|-------|----|-------|----|
| Total | 16 | Total | 18 |
|-------|----|-------|----|

Second Year

| First Semester | | Second Semester | |
|--------------------------------|---|-------------------------------|---|
| Chemistry 311 | 4 | Chemistry 312 | 4 |
| French 203 or German 203 | 3 | French 204 or German 204 | 3 |
| Physics 211 | 4 | Physics 212 | 4 |
| American Literature 212 or 214 | 3 | English Literature 210 or 211 | 3 |
| Mathematics 106 | 3 | Mathematics 201 | 3 |
| Physical Education | 1 | Physical Education | 1 |

| | | | |
|-------|----|-------|----|
| Total | 18 | Total | 18 |
|-------|----|-------|----|

Note: A student preparing for pre-medical technologist in two years must go to summer school on a campus offering a four-hour organic chemistry course and take this course.

COURSES BASIC TO ENGINEERING**One-Year Program**

| First Semester | | Second Semester | |
|--------------------------------|----|--------------------------------|----|
| Written and Spoken English 101 | 3 | Written and Spoken English 102 | 3 |
| Trigonometry 106 | 3 | General Chemistry 102 | 4 |
| Advanced Algebra 201 | 3 | Analytic Geometry 232 | 4 |
| General Chemistry 101 | 4 | Descriptive Geometry 101 | 2 |
| History 101 | 3 | History 102 | 3 |
| Total | 16 | Total | 16 |

COURSES BASIC TO AGRICULTURE**First Year***

| First Semester | | Second Semester | |
|------------------------|----|------------------------|----------|
| English 101 | 3 | English 102 | 3 |
| Biology 208 | 4 | Biology 209 | 4 |
| Chemistry 101 | 4 | Chemistry 102 | 4 |
| Mathematics 106 | 3 | Mathematics 103 or 201 | 3 |
| Physical Education 121 | 1 | Physical Education 122 | 1 |
| History 102 | 3 | Electives | 2 or 3 |
| Total | 18 | Total | 17 or 18 |

Second Year

| First Semester | | Second Semester | |
|-----------------------|----------|--------------------------------|--------|
| Bacteriology 302 | 4 | Speech 205 | 3 |
| Chemistry 311 | 4 | Chemistry 312 | 4 |
| English 213 | 3 | Biology 321 | 3 |
| Sociology 211 | 3 | Mathematics 201 (if not taken) | 3 |
| Elective | 2 or 3 | Sociology 212 | 3 |
| Total | 16 or 17 | Elective | 0 or 3 |
| | | | 16 |

*Students planning to enter areas other than agricultural science should transfer to West Virginia University at the end of first year. Students who plan to study agronomy should not take Biology 321.

PRE-NURSING**First Year**

| First Semester | | Second Semester | |
|--|----|--|----|
| Written and Spoken English 101 | 3 | Written and Spoken English 102 | 3 |
| General Botany 208 | 4 | General Zoology 209 | 4 |
| General Chemistry 101 | 4 | General Chemistry 102 | 4 |
| Development of Social Institutions 101 | 3 | Development of Social Institutions 102 | 3 |
| Orientation in Physical Education 121 | 1 | Orientation in Physical Education 122 | 1 |
| Orientation 101 | 1 | Elective | 2 |
| Total | 16 | Total | 17 |

This program is intended for those who wish a year's college training before going into nurses' training.

PRE-THEOLOGICAL STUDIES

The American Association of Theological Schools proposes no one course of study as "best" for students who plan to enter seminary, but emphasizes that those students should be able, upon graduation from college, to demonstrate the ability to use certain tools of the educated man. Recommendations generally indicated by seminaries include such minimal statements as these: English, 12-16 semester hours; history, 8-12 semester hours; foreign language, 12-16 semester hours; religion, 8-12 semester hours; natural sciences, 12-16 semester hours; social studies, 12-16 semester hours; philosophy, 8-12 semester hours; psychology, 4-6 semester hours.

Of the possible areas of concentration offered at Shepherd College students who plan to enter seminary would be well advised to consider either English or history for their major. The area of religion and philosophy is recommended for the minor.

The following schedule represents a recommended program for the first two years.

| | | First Year | | |
|---|----|---|------------------------|----|
| | | First Semester | Second Semester | |
| Written and Spoken English 101 | 3 | Written and Spoken English 102 | 3 | |
| Development of Social Institutions 101 | 3 | Development of Social Institutions 102 | 3 | |
| Orientation in Physical Education 121 | 1 | Orientation in Physical Education 122 | 1 | |
| General Physical Science 103 | 4 | General Physical Science 104 | 4 | |
| Psychology 101 (Orientation) | 1 | Introduction to Philosophy 101 | 3 | |
| Music in Human Relations 111 | 2 | Contemporary Biblical Studies 204 or New Testament 308b | 2 | |
| Introduction to the Bible 101 or Old Testament 308a | 2 | | | |
| | 16 | | | 16 |

| | | Second Year | | |
|---|----|----------------------------------|------------------------|----|
| | | First Semester | Second Semester | |
| Advanced Written and Spoken English 213 | 3 | Ethics 315 | 3 | |
| Fundamental Social Problems 211 | 3 | Art History and Appreciation 104 | 2 | |
| General Psychology 103 | 3 | Fundamental Social Problems 212 | 3 | |
| History of Philosophy 301 | 3 | General Psychology 104 | 3 | |
| Foreign Language | 3 | History of Philosophy 302 | 3 | |
| | 15 | Foreign Language | 3 | 17 |

The student and his adviser will determine, in conjunction with the major chosen, the schedule of courses for the third and fourth years.

PRE-LAW

Students interested in pre-law work should realize that law schools throughout the country differ to some degree in entrance requirements. The student who wishes to transfer to law school should select a university and write immediately to the college of law for information relative to these requirements. Students who wish to enter law school should consult with the professor of political science before registering. The following courses are suggested as those likely to be most useful in pre-legal training:

| | |
|---|---|
| Written and Spoken English 101, 102 | 6 |
| Voice and Diction 200 | 3 |
| Advanced Written and Spoken English 213 | 3 |
| Early American History 201 | 3 |

| | |
|------------------------------------|---|
| Later American History 202 | 3 |
| Modern European History 333 | 3 |
| Principles of Economics 205 | 3 |
| Economic Problems 206 | 3 |
| General Sociology 203 | 3 |
| American Federal Government 101 | 3 |
| Constitutional Law 401 | 3 |
| Business Law 312 | 3 |
| World Government and Politics 405 | 3 |
| History of Political Theory 315 | 3 |
| Recent and Contemporary Theory 316 | 3 |



**Students Prepare for
Examinations**

DIVISION OF BUSINESS ADMINISTRATION AND EDUCATION

Mr. Printz, **Chairman**, Mr. Buterbaugh, Mr. France, Mr. Rath and Staff

Purposes: To prepare young men and women to enter the business world or to teach in high schools. This division concentrates on the fundamental disciplines underlying the practices of business. The program is designed to provide education in specific business techniques—which change rapidly. The best education for tomorrow's business leader is one that increases his capacity to learn during the rest of his life. The program is concerned with the principles of management common to all enterprise, and the student is expected to develop an insight into basic tenets and analytical skills that will equip him to meet the needs and problems of diverse types of business. As part of his program the student may elect to concentrate on one of the major functional aspects of business: accounting or marketing.

BUSINESS ADMINISTRATION

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

Basic Curriculum for a Major in Business Administration

| | |
|--|----|
| Total hours required for a major | 44 |
| Required courses, 38 hours: | |
| Introductory Accounting 101, 102 | 6 |
| Mathematics of Finance 211 | 2 |
| Financial Organization and Management 250 | 3 |
| Management of the Enterprise 251 | 3 |
| Public Finance 310 or Corporation Finance 400 | 3 |
| Business Law 312 | 3 |
| Business Statistics 314 | 3 |
| Intermediate Accounting 329 | 3 |
| Intermediate Accounting 330 | 3 |
| Principles of Marketing 340 | 3 |
| Marketing Problems 341 | 3 |
| Personnel Management 409 | 3 |
| Electives selected with the consent of adviser | 6 |

All business administration majors are expected to minor in economics. Permission, in writing, from the chairman of the division is required if any other minor field is elected. Six hours of psychology from the general education requirements must be elected. Additional course election must be approved where course requirements are identical in the major and minor.

Language: No requirement, but French or German is strongly recommended.

Curriculum for a Major in Business Administration With a Concentration in Accounting

In recent years due to taxation, governmental regulation, and the necessity for business to have adequate cost information to meet competition there has been a tremendous increase in the demand for accountants. Courses are offered to prepare students for careers in this area.

Required courses, 44 hours:

| | |
|---|---|
| Introductory Accounting 101, 102 | 6 |
| Financial Organization and Management 250 | 3 |
| Management of the Enterprise 251 | 3 |
| Mathematics of Finance 211 | 2 |
| Public Finance 310 or Corporation Finance 400 | 3 |
| Business Statistics 314 | 3 |
| Business Law 312 | 3 |
| Intermediate Accounting 329 | 3 |
| Intermediate Accounting 330 | 3 |
| Advanced Accounting 331 | 3 |
| Cost Accounting 401 | 4 |
| Auditing 402 | 4 |
| Income Tax Accounting 404 | 4 |

Curriculum for a Major in Business Administration With a Concentration in Marketing

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area. The curriculum is designed to prepare students for positions in retail stores, wholesale establishments, food brokerage, advertising, credit and collection agencies, and market research firms.

Required courses, 44 hours:

| | |
|---|---|
| Introductory Accounting 101, 102 | 6 |
| Financial Organization and Management 250 | 3 |
| Management of the Enterprise 251 | 3 |
| Business Law 312 | 3 |
| Business Statistics 314 | 3 |
| Intermediate Accounting 329 | 3 |
| Intermediate Accounting 330 | 3 |
| Principles of Marketing 340 | 3 |
| Marketing Problems 341 | 3 |
| Salesmanship 360 | 3 |
| Sales Management 412 | 3 |
| Principles of Retailing 350 and Retailing Problems 352 or Principles of Advertising 370 and Advertising Problems 372 | 6 |
| Electives selected with the consent of the adviser | 2 |

Curriculum for a Minor in Business Administration

Required courses, 32 hours:

| | |
|---|---|
| Introductory Accounting 101, 102 | 6 |
| Mathematics of Finance 211 | 2 |
| Financial Organization and Management 250 | 3 |
| Management of the Enterprise 251 | 3 |
| Public Finance 310 | 3 |
| Business Law 312 | 3 |
| Intermediate Accounting 329 | 3 |
| Intermediate Accounting 330 | 3 |
| Principles of Marketing 340 | 3 |
| Personnel Management 409 | 3 |

BUSINESS ADMINISTRATION COURSES

101. **Introductory Accounting.** Credit, three hours. Fundamentals of accounting for proprietorships, partnerships, and corporations. Inventory methods, classified statements, negotiable instruments, controlling accounts and specialized journals. First semester. Prerequisite: Mathematics of Finance 211.
102. **Introductory Accounting.** Credit three hours. A continuation of corporate accounting. Manufacturing accounting, accounting for fixed assets and analysis of financial statements. Second semester. Prerequisite: Accounting 101.
211. **Mathematics of Finance.** Credit, two hours. Principles of interest and discount, annuities, insurance, amortization, bonds, and similar topics. First semester.
250. **Financial Organization and Management.** Credit, three hours. Modern methods of expanding and organizing business financing its permanent and working capital needs, managing its income and surplus, recapitalizing and reorganizing. First semester.
251. **Management of the Enterprise.** Credit, three hours. A study of business from the manager's point of view, business resources, management decision simulation and the business environment. Second semester.
300. **Government and Business.** Credit, three hours. Control of business by state and federal governments. This course begins with a study of the functions of the state, showing relationship of government to business and is followed by a discussion of government control. Prerequisites: Economics 205 and 206. On demand.
304. **Economics of Consumption.** Credit, three hours. Economic and social problems involved in consumer choice. On demand.
310. **Public Finance.** Credit, three hours. A general survey of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes, and government debt policies. First semester. Prerequisites: Economics 205 and 206, and Money and Banking 205.
312. **Business Law.** Credit, three hours. Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments. Legal aspects of the law of employment, partnership, corporation and property. First semester.
314. **Business Statistics.** Credit, three hours. Methods of collecting, presenting, analyzing and interpreting business data. Emphasis is placed on the analysis of frequency distribution, trend fitting and seasonal adjustments. Same as Math. 314. Second semester.

320. **Industrial Safety.** Credit, three hours. Analysis of problems of industrial and accident prevention laws pertaining to industrial safety and health. Compensation laws, and industrial property protection. On demand. Prerequisites: Economics 205 and 206.
321. **Labor Problems.** Credit, three hours. History of modern labor movements, analysis of economic and social problems arising from relations between labor and management. On demand. Prerequisites: Economics 205 and 206.
322. **Trade Unionism.** Credit, three hours. An analysis of the structure, government, attitudes and policies of organized labor and a study of the economic and political implications of union policy. On demand: Prerequisites: Economics 205 and 206.
329. **Intermediate Accounting.** Credit, three hours. Principles of balance sheet valuation and profit determination, with greater emphasis on accounting theory; effects of the bulletins of the American Institute of Accountants or corporate accounting theory and practice. First semester. Prerequisites: Business Administration 101 and 102.
330. **Intermediate Accounting.** Credit, three hours. Continuation of Intermediate Accounting 329. Second semester.
331. **Advanced Accounting.** Credit, three hours. Current theories and procedures relating to partnership, insurance, estates and trusts and consolidated statements. On demand. Prerequisite: Business Administration 330.
340. **Principles of Marketing.** Credit, three hours. A study of the functions performed by the marketing process, of marketing institutions, and the relations of government and consumer to marketing. First semester. Prerequisites: Economics 205 and 206.
341. **Marketing Problems.** Credit, three hours. Price, brand and distribution policies in marketing process, costs and efficiency, government policy and its effects on marketing. Case problems used. Second semester. Prerequisite: Principles of Marketing 340.
350. **Principles of Retailing.** Credit, three hours. A study of retail store operation and management including sales promotion, personnel management, selling, customer services and credit. On demand. Prerequisites: Economics 205 and 206.
351. **Retail Buying and Merchandising.** Credit, three hours. A study of the retail store buyer and the organizations which assist in retail buying. Procedures used in buying merchandise for resale, pricing problems, markup, turnover and stock control. On demand. Prerequisite: Principles of Retailing 350.
352. **Retail Problems.** Credit, three hours. Cases and problems are used to develop a practical understanding of retail management. Cases relate to location, layout, personnel, stock planning and pricing, sales promotion, and general management. On demand. Prerequisite: Principles of Retailing 350.
360. **Salesmanship.** Credit, three hours. A study of the techniques of successful selling. Summer term.

370. **Principles of Advertising.** Credit, three hours. Principles and practices of advertising. The preparation of copy, layout, production, and copy research are covered. Prerequisites: Economics 205 and 206. Second semester.
372. **Advertising Problems.** Credit, three hours. A study of the role of advertising in the total marketing operation. The course is intended to develop a construction imagination and realistic understanding of advertising management through the use of problems and cases. On demand. Prerequisite: Principles of Advertising 370.
390. **Human Relations in Industry.** Credit, three hours. Job and work analysis, industrial testing, weighted application blank, non-directive interviews, training, monotony, fatigue, accident prevention and morale. Prerequisite: Economics 205 and 206. First semester.
400. **Corporation Finance.** Credit, three hours. A study of the methods of financing corporations and the analysis of financial statements. On demand. Prerequisites: Economics 205 and 206, and Money and Banking 305.
401. **Cost Accounting.** Credit, four hours. The economic, industrial engineering, and managerial aspects of cost accounting; process, job order, and standard cost systems. On demand. Prerequisite: Business Administration 330.
402. **Auditing.** Credit, four hours. Principles and problems of modern auditing demand for skilled public accountants. On demand.
404. **Income Tax.** Credit, four hours. A study of federal income taxes for individuals, partnership and corporations, and the preparation of returns. On demand.
409. **Personnel Management.** Credit, three hours. Source of labor, analysis of labor force, job analysis, recruitment, wages, hours, welfare, collective bargaining and labor relations. Second semester. Prerequisites: Economics 205 and 206.
410. **Credit and Collections.** Credit, three hours. A study of the nature and functioning of mercantile and retail credit, sources of credit information, financial statement analysis, collection procedures and the legal aspects of credit. On demand. Prerequisites: Accounting 101 and 102.
412. **Sales Management.** Credit, three hours. This course deals with the problems usually met in the administration of a sales organization, sales planning, coordination of personal selling and advertising, and the selection, training, compensation and administration of a sales force. On demand. Prerequisite: Principles of Marketing 340.
414. **Wage and Salary Administration.** Credit, three hours. The factors determining industrial wage and salary policies, methods of employee payments, wage relationships, wage rate setting, incentive wage plans. The techniques and methods of implementing wage and salary policies. On demand. Prerequisite: Personnel Management 409.
415. **Production Planning and Control.** Credit, three hours. Study of forecasting, planning, authorizing, scheduling, dispatching, and controlling flow of industrial production from receipt of customer's order to shipment of finished goods. On demand. Prerequisite: Permission of instructor.

416. **Industrial Purchasing.** Credit, three hours. A study of the duties and activities of the purchasing agent, organization of the purchasing department, techniques of industrial purchasing. The material covered in this course would be of value to one who expects to work in a purchasing department or as the owner of an independent business or as an office manager. On demand. Prerequisite: Principles of Marketing 340.
420. **Professional Retail Experience.** Credit, nine hours. Limited to students who have proved their interest in the field of retailing through academic performance. A student undertakes research during the professional experience period, preparing reports under the supervision of the Division of Business Administration and retail management. Fourteen weeks will be spent on the campus, where two-hour seminars will be held weekly. Time spent in each area may be varied to meet the needs of the cooperating stores. Prerequisite: Twelve semester hours in the marketing specialization, permission of the faculty of the Division of Business Administration, and acceptance by the cooperating store. On demand.

BUSINESS EDUCATION

Teaching Fields

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledges necessary for effective teaching, and to develop a healthy attitude toward, and a understanding of, the role of business education in the secondary school program.

Business Principles

Required Courses, 41 hours:

| | |
|---|---|
| Introductory Accounting 101, 102 | 6 |
| Typing 103*, 104 | 4 |
| Principles and Problems of Economics 205, 206 | 6 |
| Mathematics of Finance 211 | 2 |
| Financial Organization and Management 250 | 3 |
| Money and Banking 305 | 3 |
| Public Finance 310 | 3 |
| Business Law 312 | 3 |
| Intermediate Accounting 329 | 3 |
| Intermediate Accounting 330 | 3 |
| Principles of Marketing 340 | 3 |
| Office Machines 325 | 2 |

The second teaching field must be selected from the areas of English, science, social studies, mathematics, or foreign language.

Secretarial Studies

Total hours required, 36

Required courses:

| | |
|--|---|
| Typewriting 103*, 104 | 4 |
| Shorthand 201*, 202 | 8 |
| Introductory Accounting 101, 102 | 6 |
| Office Machines 325 | 2 |
| Secretarial Practice 324 | 3 |
| Principles and Problems of Economics 205, 206 | 6 |
| Mathematics of Finance 211 | 2 |
| Principles of Retailing 350; Salesmanship 360; Advertising 370; or Business Law 312 | 3 |
| Methods of Teaching Business Subjects 430 | 2 |

* A student may be exempt from taking this course by passing an examination. No college credit is earned.

The second teaching field must be selected from the areas of English, science, social studies, mathematics, or foreign language.

BUSINESS EDUCATION COURSES

103. **Typewriting I.** Credit, two hours. The mastery of the keyboard, development of correct typewriting techniques, centering, introduction to letter writing and tabulation, and the development of speed and accuracy. First semester.
104. **Typewriting II.** Credit, two hours. A continuation of Typewriting I. Emphasis is placed on further development of speed and accuracy with problems in business letter writing, tabulation, and manuscript writing. Second semester. Prerequisite: Typewriting I or permission of instructor.
105. **Typewriting III.** Credit, three hours. Development of superior speed and accuracy with emphasis given to high production quality on business forms and procedures. Second semester. Prerequisite: Typewriting II or permission of instructor.
201. **Shorthand I.** Credit, four hours. Theory of Gregg shorthand is presented. The ability to take dictation at 60 words a minute and transcribe the material accurately at an acceptable speed is required. First semester.
202. **Shorthand II.** Credit, four hours. A speed-building course designed to increase the student's ability to take dictation with constant stress on vocabulary building and to transcribe shorthand dictation at an acceptable rate of speed. Second semester. Prerequisite: Shorthand I and good typewriting ability.
203. **Shorthand III.** Credit, three hours. Advanced dictation and further vocabulary building is provided, with transcription of dictation at a high rate of speed. First semester. Prerequisites: Shorthand II and good typewriting ability.
324. **Secretarial Practice.** Credit, three hours. Provides an opportunity to coordinate the basic skills with the duties of secretary. Representative topics presented are personality study, office mail, communication and travel, filing, office equipment and organization. Second semester. Prerequisites: Shorthand II, Typewriting II, Office Machines, or permission of the instructor.
325. **Office Machines.** Credit, two hours. Designed to acquaint the student with the operation of calculators, duplicating equipment, and dictating equipment. First and second semesters. Prerequisite: Typewriting I.
430. **Methods of Teaching Business Subjects.** Credit, two hours. The psychology of skill building, specific devices and techniques of teaching of skills, and the objectives and problems in business education are provided. First semester, 1965. (Education 430, see page 83.)
327. **Business Writing.** Credit, three hours. To educate the student to write effective business letters. This training involves skill in the use of English, knowledge of business principles, and understanding of human nature. Second semester. Prerequisite: Typewriting I.
440. **Office Management.** Credit, three hours. Planning and directing the functions of business and professional offices; executive duties and responsibilities, selecting and training of office workers; study of office plans and specifications. First semester, 1965.

SECRETARIAL ADMINISTRATION

The purpose of these curricula is to prepare men and women for positions as executive secretaries. This preparation encourages students to acquire a broad academic background in the liberal arts and business administration; develops the fundamental skills to a high degree; and stresses the importance of effective attitudes and traits.

Curriculum for a Major in Secretarial Administration

Total hours required, 44

Required courses:

| | |
|---|----|
| Typewriting 103*, 104, 105 | 7 |
| Shorthand 201*, 202, 203 | 11 |
| Introductory Accounting 101, 102 | 6 |
| Office Machines 325 | 2 |
| Secretarial Practice 324 | 3 |
| Business Writing 327 | 3 |
| Principles and Problems of Economics 205, 206 | 6 |
| Office Management 440 | 3 |
| Elective (from business administration or economics courses, with the consent of the adviser) | 3 |

A minor will be selected from economics, English, history, sociology, science, psychology or foreign languages.

Curriculum for a Minor in Secretarial Administration

Total hours required, 24

Required courses:

| | |
|---|-----|
| Typewriting 103*, 104 | 4 |
| Shorthand 201*, 202 | 8 |
| Introductory Accounting 101, 102 | 6 |
| Office Machines 325 | 2 |
| Secretarial Practice 324 | 3 |
| Elective (selected with the consent of the adviser) | 1-3 |

*A student may be exempt from taking this course by passing an examination. No college credit is earned.

TWO-YEAR GENERAL SECRETARIAL PROGRAM

Purpose: To prepare secretarial students for responsible positions in the modern business world by developing their skills to a high degree and by providing an opportunity to enrich their backgrounds within the Business Administration Division and the Liberal Arts College. Students are encouraged to get practical experience by obtaining employment during the regular and summer terms.

Credit hours earned in the two-year program may later be applied toward a Bachelor of Arts in Secondary Education degree or a Bachelor of Science degree.

The Associate of Arts degree will be awarded after the completion of the following program provided students have completed a minimum of 64 semester hours with an overall "C" average.

Freshman Year

| First Semester | | Second Semester | |
|-----------------------------|--------|---|----|
| Written English 101 | 3 | Written English 102 | 3 |
| Orientation 101 | 1 | Office Machines 325 | 2 |
| Typewriting 103* | 2 | Typewriting 104 | 2 |
| Shorthand 201* | 4 | Shorthand 202 | 4 |
| Principles of Economics 205 | 3 | Economic Problems 206 | 3 |
| Physical Education 121 | 1 | Physical Education 122 | 1 |
| Electives ** | 2 or 3 | Art Appreciation 103 or Music in Human Relations 111 | 2 |
| Total | 16-17 | Total | 17 |

Sophomore Year

| First Semester | | Second Semester | |
|-----------------------------|--------|-----------------------------|-------|
| Speech 213a | 3 | Typewriting 105 | 3 |
| Shorthand 203 | 3 | Business Writing 327 | 3 |
| Mathematics of Finance 211 | 2 | Secretarial Practice 324 | 3 |
| Introductory Accounting 101 | 3 | Introductory Accounting 102 | 3 |
| Business Law 312 | 3 | Electives** | 3-5 |
| Electives ** | 2 or 3 | Total | 15-17 |
| Total | 16-17 | | |

*A student may be exempt from taking this course by passing an examination
No college credit is earned.

**Electives must include courses in English, sociology, psychology, economics,
history, science or foreign languages.

DIVISION OF EDUCATION AND PSYCHOLOGY

Dr. Speg, Chairman, Mr. Riley, Mr. Butcher, Dr. Moler, Mr. Freeland,
Dr. Waldkoetter, Miss Borwick, Dr. Ikenberry

PROFESSIONAL EDUCATION

The teacher education program incorporates three areas of training: the general education program, the student's elected fields of specialization, and the professional education program. The purposes of the latter are:

1. To provide an understanding of the physical, intellectual, social and emotional development of the child, and the principles governing the meeting of his needs at every level.
2. To make provision for an introduction to teaching and the history of the development of the American school system.
3. To provide such a wide variety of laboratory experiences prior to student teaching that there will be a gradual induction into full-time teaching during the last nine weeks of the Professional Block.
4. To provide student teachers with a thorough grounding in the desirable principles and practices of teaching, learning and evaluating pupil progress, and skill in adapting subject matter and other learning materials to the various levels of child development.
5. To select teachers on both elementary and secondary levels who not only desire to teach, but who have demonstrated the scholastic competence and the professional qualities necessary for those who plan to guide youth.
6. To provide the best possible teaching experience under careful supervision so that the student teacher may achieve maximum growth and an understanding of the total school program.

Selection of Candidates for Teacher Education

A student desiring to enter the teacher education program should indicate his intention during his freshman year and should plan an academic program which would satisfy the requirements of either the Bachelor of Arts in Elementary Education or the Bachelor of Arts in Secondary Education. Matriculation and the student's indicated intention to pursue the teacher education program is not tantamount to admission to the program, for recognition and status as a teacher candidate is granted only by the Teacher Education Committee.

Application for status as a teacher candidate is made to the committee when the student enrolls for the second semester of the sophomore year. At that time, the Teacher Education Committee will appraise the student's record and approve as teacher candidates those students who have demonstrated satisfactory progress in their program of studies, promising scholarship in their fields of specialization, ability to communicate, interest in professional activities, and who have exhibited no personal traits that would militate against their becoming an effective teacher.

A student whose record reveals some remediable deficiency may be granted provisional status as a teacher candidate until such deficiency is removed. Students denied admission will be informed of the deficiency and may appeal to the Teacher Education Committee.

A student desiring to enter the teacher education program after registration for the second semester of his sophomore year is permitted to apply for entrance to the program, if he has satisfied all requirements herein stated.

Application to enter the professional block is made when the teacher candidate enrolls for the second semester of his junior year. The Teacher Education Committee reviews the applicant's record for evidence of continued progress and promise and considers the recommendations of the Chairmen of the Divisions of his areas of specialization. The candidate is approved or disapproved for entrance into the Professional Block by majority vote of the members of the committee, and is notified of the decision by letter from the secretary of the committee.

Every student teacher shall have the privilege of appearing before the Teacher Education Committee to discuss any matter affecting his status as a student teacher. The chairman of the Division of Education is chairman of this committee.

Professional Block

Each student pursuing a curriculum in teacher education will take a full semester of professional work during the senior year. This is known as the Professional Block. The request for admission into the Professional Block must be filed with the Teacher Education Committee at least one month prior to the opening of the semester in which the candidate expects to do his student teaching. Failure to meet this deadline will make it necessary for the candidate to appear before the Teacher Education Committee to show cause why he should be admitted to the Professional Block.

Admission to the Professional Block will be predicated upon divisional approval in both of the candidate's teaching fields and completion of all professional education courses which are prerequisite to the block.

Students will not be permitted to schedule courses outside the block or carry extracurricular activities which will in any way interfere with the course work. Any exceptions will require permission from the chairman of the Division of Education, the Academic Dean, and the chairman of the division in which the course is scheduled.

The allocation of course work in the Professional Block is as follows:

| | | Fourth Year | |
|-----------------------|--------|-----------------------|--------|
| Secondary | | Elementary | |
| Required: | | Required: | |
| Ed. 404 | 4 hrs. | Ed. 402 | 5 hrs. |
| Ed. (special methods) | 2 hrs. | Ed. 442 | 3 hrs. |
| Ed. 407 | 6 hrs. | Ed. 406 | 6 hrs. |
| Electives: | | Electives: | |
| Ed. 417 | 3 hrs. | Ed. 417 | 3 hrs. |
| Ed. 442 | 3 hrs. | Ed. (special methods) | 2 hrs. |

A minimum of 20 hours in professional courses is required, and a maximum of 28 hours is allowed.

Special efforts will be made to provide for the integration of the methods course with other college courses which the student has had in specific teaching fields. Faculty members in these fields will give students assistance in relating these subject matter areas to the elementary and secondary levels. As conditions permit, faculty members will supervise the student teaching of their departmental majors in cooperation with the regular college supervisor of student teaching.

As a condition of admission to the Professional Block, a student must have a "C" average in all academic work, a "C" average in each teaching field for which he expects to qualify, and a "C" average in courses in professional education pursued prior to admission to the Professional Block. A "C" average must be maintained in all courses pursued in the Professional Block. A minimum grade of "C" is required in English 101, 102 and 213 to enter the Professional Block. In addition to the above he must have passed the sophomore English test with a satisfactory score. A student must have completed a minimum of 90 hours before entering the Professional Block.

All students who expect to teach on the secondary level must qualify in at least two teaching fields. Students working on a special non-academic certificate in music for Grades 1-12, and in Home Economics—are excused from this requirement.

Applicants for admission to the Professional Block may be required to complete a series of tests, the nature and number of which will be determined by the Teacher Education Committee. Each candidate must also be able to demonstrate competency in written and spoken English.

PROFESSIONAL EDUCATION COURSES

100. **Remedial Reading.** No credit hours. This course is for freshmen who are having difficulty in reading. The course aims at diagnosing difficulties and giving students opportunities to undertake remedial measures under guidance.
101. **Introduction to Education.** Credit, two hours. A survey of the opportunities, supply and demand for elementary and secondary teachers, school aims, organization, and procedures. This course is designed to acquaint students with our schools and their needs and to encourage students to enter the profession of teaching.
201. **Human Development.** Credit, three hours. A course designed to acquaint teacher candidates with the physical, social, emotional, and mental growth and development of children and adolescents. Required of all students in the teacher education program.
202. **Human Development.** Credit, three hours. A continuation of Education 201. The course emphasizes motivation of behavior, learning, individual differences, and the role of the teacher in the classroom. Required of all students in the teacher education program.

305. **Audio-Visual Aids.** Credit, three hours. The history and philosophy of audio-visual instruction; the proper use of multi-sensory materials and equipment; and the utilization of community resources. The major portion of the time will be devoted to planning for the use of such materials in actual teaching situations.
310. **Educational Sociology.** Credit, three hours. A study of the role of the school in American society.
313. **History and Philosophy of Education.** Credit, three hours. A study of the historical and philosophical backgrounds and development of modern American education and its early European backgrounds. Required of all students in the teacher education program.
- 402-403. **Primary & Intermediate—Integrated Methods, Grades 1-6.** Credit, five or six hours. Planning and directing of learning experiences to stimulate the maximum growth and development of children at each level in each of the special subject matter areas of the primary and intermediate grades. Students work in basic textbooks and teachers' manuals in each of the subject matter areas and observe in elementary school classes to relate theory and practice. Students are introduced to the contributions of the leading authorities in the various subject fields of the elementary school curriculum.

In summer school this course will be divided and taught in two three-hour courses as Education 402 and Education 403 in alternate years.

404. **Integrated Methods, Grades 7-12.** Credit, four hours. Modern methods and materials for instructing in the secondary schools. First and second semesters.
406. **Directed Teaching in the Elementary School.** Credit, two to six hours. Provides direct contact with the total program of the public schools; the proving ground for the professional preparation which preceded it. The student tests his mastery of subject matter, and develops skill in teacher-pupil relationships and in ability to handle routine matters with ease. First and second semesters.
407. **Directed Teaching in the High School.** Credit, two to six hours. Gives insight through study and observation, and skill through planning and teaching to enable the graduates to handle successfully all types of teaching situations in secondary schools. First and second semesters.
415. **Tests and Measurements.** Credit, two hours. The modern testing movement and its place in the elementary and secondary schools.
417. **Principles and Practices of Guidance.** Credit, three hours. This course emphasizes the role of the classroom teacher in the guidance program of modern elementary and secondary schools. Techniques of guidance to enable children and youth to make wholesome adjustments to modern life will be stressed. Recommended for all future teachers. Interpretation of the results of tests is a part of this course.
- 420-431. **Special Methods.** The special methods courses include the following topics: present status and trends; contribution of the subject to the cardinal objectives of secondary education; fundamental principles and the psychology of learning applicable to the special subject; reorganization of subject matter; methods applicable to the subject; equipment, audio-visual aids, examination of texts and reference books; bibliography; administrative problems; lesson plans worked out in detail for typical units; professional growth.
421. **The Teaching of English.** Credit, two hours.
422. **The Teaching of the Social Studies.** Credit, two hours.
423. **The Teaching of Science.** Credit, two hours.

- 423-B. **The Teaching of Science in the Elementary School.** Credit, two hours.
424. **The Teaching of Mathematics.** Credit, two hours.
425. **The Teaching of Foreign Languages.** Credit, two hours.
426. **The Teaching of Music.** Credit, two hours.
427. **The Teaching of Art.** Credit, two hours.
428. **The Teaching of Home Economics at the Secondary Level.** Credit four hours.
429. **The Teaching of Home Economics at the Adult Level.** Credit, two hours.
430. **The Teaching of Business Subjects.** Credit, two hours.
431. **The Teaching of Physical Education.** Credit, two hours.

Students preparing to teach at the secondary level are required to enroll in a special methods course in one of their fields of specialization. Students preparing to teach at the elementary level may elect special methods in their fields of concentration.

442. **The Teaching of Reading.** Credit, three hours. A basic course in methods, materials, and techniques essential to the teaching of reading at the elementary and secondary levels.
- 403-A. **Problems in Elementary Education.** Credit, one to six hours. This course is recommended for in-service elementary teachers. Specific objectives will be worked out with participants, who will choose the area in which they wish to work either individually or with a group. Methods, principles of teaching, materials of instruction, guidance, and other items related to the field of elementary education will be taken up as required.
- 404-B. **Problems in Secondary Education.** Credit, one to six hours. This course is recommended for in-service secondary teachers. Specific objectives will be worked out with the participants, who will choose the area in which they wish to work either individually or with a group. General and specific methods, materials of instruction, guidance, and other items related to the field of secondary education will be taken up as a workshop experience.

THE COOPERATIVE TRAINING PROGRAM

Faculty Teaching Courses in the Education of the Deaf

Jack Brady, M.A., Superintendent; Eldon E. Shipman, M. A.; Malcolm J. Norwood, M. Ed.; Virginia Pancake; M. A.; Anne Pancake, B. A.; Mrs. Lucile Golliday.

Faculty Teaching Courses in the Education of the Blind

Seldon W. Brannon, M. A.; Kelton Roten, M. A.; Mrs. Esther Sigafoose Brown, M. A.; Mrs. Hannah H. Smith, M. A.

Recognizing the need for teachers of the deaf and the blind child, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and the Blind have undertaken a cooperative program designed to train teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the regular teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of the West Virginia School for the Deaf and the Blind at Romney is substituted for the regular Professional Block.

The cost of the student's tuition, board, and room while on the campus at Romney is assumed by the West Virginia Board of Education.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Education Division.

The Professional Block for training to teach the deaf includes:

453. **The Teaching of Speech to the Deaf.** Credit, four hours.
 454. **The Teaching of Language to the Deaf.** Credit, four hours.
 408. **Directed Teaching with Deaf Children.** Credit, eight hours.

The Professional Block for training to teach the blind includes:

341. **Teaching of Braille Reading and Writing to the Blind.** Credit, three hours.
 342. **Methods of Teaching Blind Children, Elementary Grades.** Credit, three hours.
 343. **Method of Teaching Blind Children, Secondary School Level.** Credit, three hours.
 409. **Directed Teaching With Blind Children.** Credit, eight hours.

SUGGESTED SCHEDULE FOR SECONDARY EDUCATION

Freshman Year

| First Semester | | Second Semester | |
|--|----|--|----|
| Written and Spoken English 101..... | 3 | Written and Spoken English 102..... | 3 |
| Development of Social Institutions 101 | 3 | Development of Social Institutions 102 | 3 |
| General Biological Science 101 or General Physical Science 103 | 4 | General Biological Science 102 or General Physical Science 104 | 4 |
| Psychology 101 | 1 | Introduction to Education 101 | 2 |
| Introduction to Education 101 | 2 | (Either semester) | |
| (Either semester) | | Electives (Courses in teaching fields recommended) | 5 |
| Electives (Courses in teaching fields recommended) | 4 | | |
| | | | |
| | 17 | | 17 |

Sophomore Year

| First Semester | | Second Semester | |
|---|----|--|----|
| Human Development 201 | 3 | Human Development 202 | 3 |
| Fundamental Social Problems 211 | 3 | Fundamental Social Problems 212 | 3 |
| English Literature 210 or 211 or American Literature 212 or 214 | 3 | Spoken English 213a | 3 |
| Art Appreciation 103 or Music in Human Relations 111 | 2 | Music in Human Relations 111 or Art Appreciation 103 | 2 |
| Electives (Courses in teaching fields recommended) | 5 | Electives (Courses in teaching fields recommended) | 5 |
| | | | |
| | 16 | | 16 |

Junior Year**First Semester**

| | |
|--|----------|
| History of Education 313 | 3 |
| Electives (Courses in teaching fields recommended) | 12 or 14 |
| | 17 |

Second Semester

| | |
|--|----|
| Electives (Courses in teaching fields recommended) | 16 |
| | 16 |

Senior Year**First Semester**

| | |
|---|----|
| Integrated Methods Grades 7-12 | 4 |
| Principles & Practices of Guidance 417 or Reading 442 | 3 |
| Directed Teaching | 6 |
| Special Methods | 2 |
| | 15 |

Second Semester

| | |
|--|----|
| Electives | 17 |
| The Professional Block may be taken either semester. | 17 |



Carole Thacher is the West Virginia Student Teacher of the Year.



Students Study in Library.

**MINIMUM REQUIREMENTS FOR TEACHING DEGREES
AT SHEPHERD COLLEGE**

*See note on Page 89 concerning additional courses.

| | Bachelor of Arts in Secondary Education First Class High School Certificate* | Bachelor of Arts in Elementary Education First Class Elementary School Certificate* |
|---|--|---|
| | Hrs. | Hrs. |
| ENGLISH | | |
| Written and Spoken English ----- | 6 | 6 |
| Adv. Written and Spoken English ----- | 3 | 3 |
| Study & Appreciation of Eng. Literature ----- | 3 or | 3 |
| Study & Appreciation of Am. Literature ----- | 3 | 3 |
| Backgrounds of (Children's) Literature ----- | | 3 |
| Minimum Hours Required ----- | 12 | 18 |
| SOCIAL STUDIES | | |
| Development of Social Institutions ----- | 6 | 6 |
| Fundamental Social Problems ----- | 6 | 6 |
| W. Va. Hist., Geog., & Govt. ----- | | 3 |
| World Geography ----- | | 3 |
| American History ----- | | 3 |
| Minimum Hours Required ----- | 12 | 21 |
| SCIENCE AND MATHEMATICS | | |
| General Biological Science ----- | 8 or | 8 or |
| General Physical Science ----- | 8 | 8 |
| Biological or Physical Science ----- | | 4 |
| Mathematics for Teachers ----- | | 2 |
| Introduction to Mathematics ----- | 3 | 3 |
| Minimum Hours Required ----- | 11 | 17 |
| MUSIC | | |
| Music in Human Relations ----- | 2 | 2 |
| Music as an Art and Science ----- | | 2 |
| Music Materials and Procedures ----- | | 3 |
| Minimum Hours Required ----- | 2 | 7 |
| ART | | |
| Art History and Appreciation ----- | 2 | 2 |
| Creative Expr. in the Fine Arts ----- | | 2 |
| Creative Expr. in Applied Art ----- | | 2 |
| Minimum Hours Required ----- | 2 | 6 |
| PHYSICAL WELL-BEING | | |
| Orientation to Phys. Ed. ----- | 2 | 2 |
| Health Problems for the School Child ----- | | 2 |
| Leadership in P.E. or Games ----- | | 1 or 2 |
| Rhythm. Act. or Indv. & Dual Sports ----- | | 1 or 2 |
| Personal Hygiene ----- | | 3 |
| Minimum Hours Required ----- | 2 | 9 |

PROFESSIONAL EDUCATION

| | | |
|---|----|----|
| Human Growth and Development | 6 | 6 |
| History and Philosophy of Education | 3 | 3 |
| Integrated Methods—Grades 7-12 | 4 | |
| Integrated Methods—Grades 1-6 | | 5 |
| Special Methods (Secondary School Subjects) | 2 | |
| Directed Teaching—Grades 1-3 and 4-6 | | 6 |
| Directed Teaching—Grades 7-12 | 6 | |
| Teaching of Reading | | 3 |
| | 21 | 23 |

*Areas of specialization also required. Eighteen hours required in each of two minor teaching fields, with a "C" average in each, for graduates in elementary education. Fields in Secondary Education are in addition and are substantially larger.

SCHEDULE FOR ELEMENTARY EDUCATION MAJORS

To fulfill requirements for the degree of Bachelor of Arts in Elementary Education.

Freshman Year

| First Semester | Second Semester |
|---|---|
| Written and Spoken English 101... 3 Development of Social Institutions 101 ... 3 | Written and Spoken English 102... 3 Development of Social Institutions 102 ... 3 |
| General Biological Science 101 or General Physical Science 103 ... 4 | General Biological Science 102 or General Physical Science 104 ... 4 |
| Psychology 101 ... 1 | Art History and Appreciation 103 ... 2 |
| Orientation in Physical Education 121 ... 1 | Orientation in Physical Education 122 ... 1 |
| Creative Expression in Fine Arts 101 ... 2 | Introduction to Education 101 ... 2 (Either semester) |
| Music as an Art and Science 101 ... 2 | Music Materials & Procedures 226... 3 |
| | 16 |
| | 18 |

Sophomore Year

| First Semester | Second Semester |
|---|--|
| Human Development 201 ... 3 | Human Development 202 ... 3 |
| Study and Appreciation of English Literature 210 or 211 or Study and Appreciation of American Literature 212 or 214 ... 3 | Spoken English 213a ... 3 |
| Games 201 ... 2 | General Biological Science 102 or General Physical Science 104 ... 4 |
| Principles of World Geography ... 3 | Personal and Community Hygiene 103 ... 3 |
| Art Appreciation 103 or Music in Human Relations 111 ... 2 | Fundamental Social Problems 212... 3 |
| Fundamental Social Problems 211 ... 3 | |
| Rhythms for Children 221 ... 1 | |
| | 17 |
| | 16 |

Junior Year

| First Semester | Second Semester |
|--|---|
| Individual and Dual Sports 313 ... 2 | History and Philosophy of Education 313 ... 3 |
| Mathematics for Teachers 300 ... 2 | School Health Problems 312 ... 2 |
| Backgrounds of (Children's) Literature 202 ... 3 | Electives ... 11 |
| Creative Expression in Applied Arts 305 ... 2 | |
| West Virginia History, Geography, and Government 209 ... 3 | |
| Electives ... 5 | |
| | 17 |
| | 16 |

| | | Senior Year | | |
|--|----------|---|-----------------|----------|
| First Semester | | | Second Semester | |
| The Teaching of Reading 442 | 3 | American History 202 | 3 | 14 |
| Primary—Integrated Methods, Grades 1-6, 402-403 | 5 | Electives | 14 | |
| Directed Teaching 406 | 6 | The Professional Block may be taken either semester. | | |
| | <hr/> 14 | | | <hr/> 17 |

CERTIFICATION OF TEACHERS

Application, Recommendation, and Renewal

Each teacher, in order to be eligible to teach in West Virginia and to receive pay, must apply for a teacher's certificate through a college, county superintendent or the State Department of Education.

The Professional Certificate must be recommended by a college. For the Professional Certificate, the college can recommend a teacher for a certificate provided that the teacher has completed at that college (1) the major portion of his professional requirements or (2) the work required in directed teaching and methods.

Recommendations for original permits, reissuance of permits, special permits, and all renewals are made through the county superintendent. For reissuance of an emergency permit, a teacher holding such a permit must complete six semester hours of **required** work with a "C" average, subsequent to the issuance of his last emergency permit. Failure to observe this regulation will cause a lowering of the grade of permit and a consequent decrease in pay.

Before a teacher will be eligible for a renewal of his Professional Certificate he must (1) complete six semester hours of credit in accordance with an approved agreement (residence or extension) in an approved institution within the five-year period immediately preceding the date of application for renewal, or present evidence that he:

- a. has been granted a master's degree
- b. has approved travel credit
- c. has credit for six months of military service or
- d. is sixty years of age.

Applications must be sent by the college or county superintendent directly to the State Department of Education. No application will be accepted by the State Department if received from the applicant.

IT IS THE PRIMARY RESPONSIBILITY OF EACH STUDENT AND TEACHER TO SEE THAT HE MEETS REQUIREMENTS FOR HIS CERTIFICATE AND FOR RENEWAL OF HIS CERTIFICATE. Requirements for the various certificates may be obtained from the Office of the Registrar.

Scholarship Requirements for all Certificates

A "C" average is required: (1) On the total college credits earned; (2) On the hours earned in professional subjects, excluding directed teaching; (3) In each of the teaching fields; (4) In directed teaching. C grades are required in each of the three basic English courses.

Extension and Correspondence Credit

The amount of extension and correspondence credit allowed for certification is:

1. Third Class Certificate—12 semester hours
2. Second Class Certificate—18 semester hours
3. First Class Certificate—28 Semester hours

Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers with the exception of those earned through colleges and universities cooperating with the United States Armed Forces Institute. Correspondence credit completed before July 1, 1934, if used for certification shall be included with the maximum permitted for extension.

Maximum Credit Allowed for Teachers in Service

Within the school year, a teacher in service may earn a maximum of nine semester hours of credit. No more than six semester hours can be earned in any one semester.

Changes from Elementary to Secondary Certificates:

1. Teachers holding the regular Professional Elementary Certificate who desire to qualify for a regular Professional High School Certificate shall meet the regular teaching field requirements or qualify under the revised program outlined in the current State Certification Bulletin. The twenty semester hours in professional courses, exclusive of strictly elementary education courses, shall include five hours in directed teaching on the high school level or three hours in directed teaching on the high school level and five years of successful teaching experience; and a total of six hours in advanced educational psychology and secondary principles, methods, and management.
2. Scholastic and other requirements now authorized by the West Virginia Board of Education for the Professional High School Certificate shall remain in effect.

Duplicate Certificates

A certificate can be duplicated only in case of permanent loss or destruction. A \$1.00 fee is required. A certificate which has expired cannot be duplicated.

Validity of Certificates

Professional and Provisional Professional Elementary Certificates are valid in the first nine grades of the public schools.

High School Certificates are valid in the junior and senior high schools only with the following exception:

Professional and Provisional Professional High School Certificates are valid in the elementary schools for those teachers who have had at least one year's experience as a regular teacher in the elementary schools prior to June 30, 1934.

The Public School and Special Nonacademic Certificates are valid in all twelve grades of the public schools.

Substitute Teachers

Substitute teachers are certified on the same basis as teachers regularly employed.

Revocation of Certificates

Any certificate issued by the West Virginia Department of Education is revocable on grounds of immorality, gross neglect of duty, or for any cause that would have justified withholding the certificate when it was granted; provided the teacher is given notice in writing and an opportunity to appear in his defense.

LIFE CERTIFICATES shall be issued upon the recommendation of the county superintendent provided:

1. Persons holding master's degrees meet the requirements for a first class certificate and have five years of teaching experience.

2. Holders of five-year certificates meet the requirements for a third renewal.
3. Holders of life certificates of any kind meet the requirements for an original first class certificate and complete 18 semester hours of graduate credit.

College Residence Requirements for Certification

Colleges may recommend for certification graduates of other properly accredited institutions who earn a major portion of their professional requirements, or complete the courses in directed teaching and methods, in the institution making the recommendation; providing that all other requirements are met.

PSYCHOLOGY

The minor in psychology is designed to provide those concepts, attitudes, and appreciations which will increase the student's effectiveness in adjusting to the immediate and future demands of his environment.

The requisites of the minor provide a broad base for the student's further study in this area.

Curriculum for a Minor in Psychology

| | |
|----------------------------------|----|
| Total hours required for a minor | 23 |
|----------------------------------|----|

Required courses, 20 hours:

| | |
|------------------------------------|---|
| General Psychology 103, 104 | 6 |
| Human Development—Ed. 201, Ed. 202 | 6 |
| Social Psychology 205 | 3 |
| Psychology of Mental Health 302 | 3 |
| Tests and Measurements—Ed. 415 | 2 |

Electives, 3 hours:

| | |
|-------------------------------|---|
| Abnormal Psychology 360 | 3 |
| Psychology of Personality 310 | 3 |

101. Psychology of Personal Development. Credit, one hour. The course presents and analyzes many of the specific problem situations in the major areas of college life and attempts to stimulate individual and group thinking under the guidance of the instructor. The psychology of personal and social adjustment provides the subject matter base for the course. (Required in general education curriculum.)

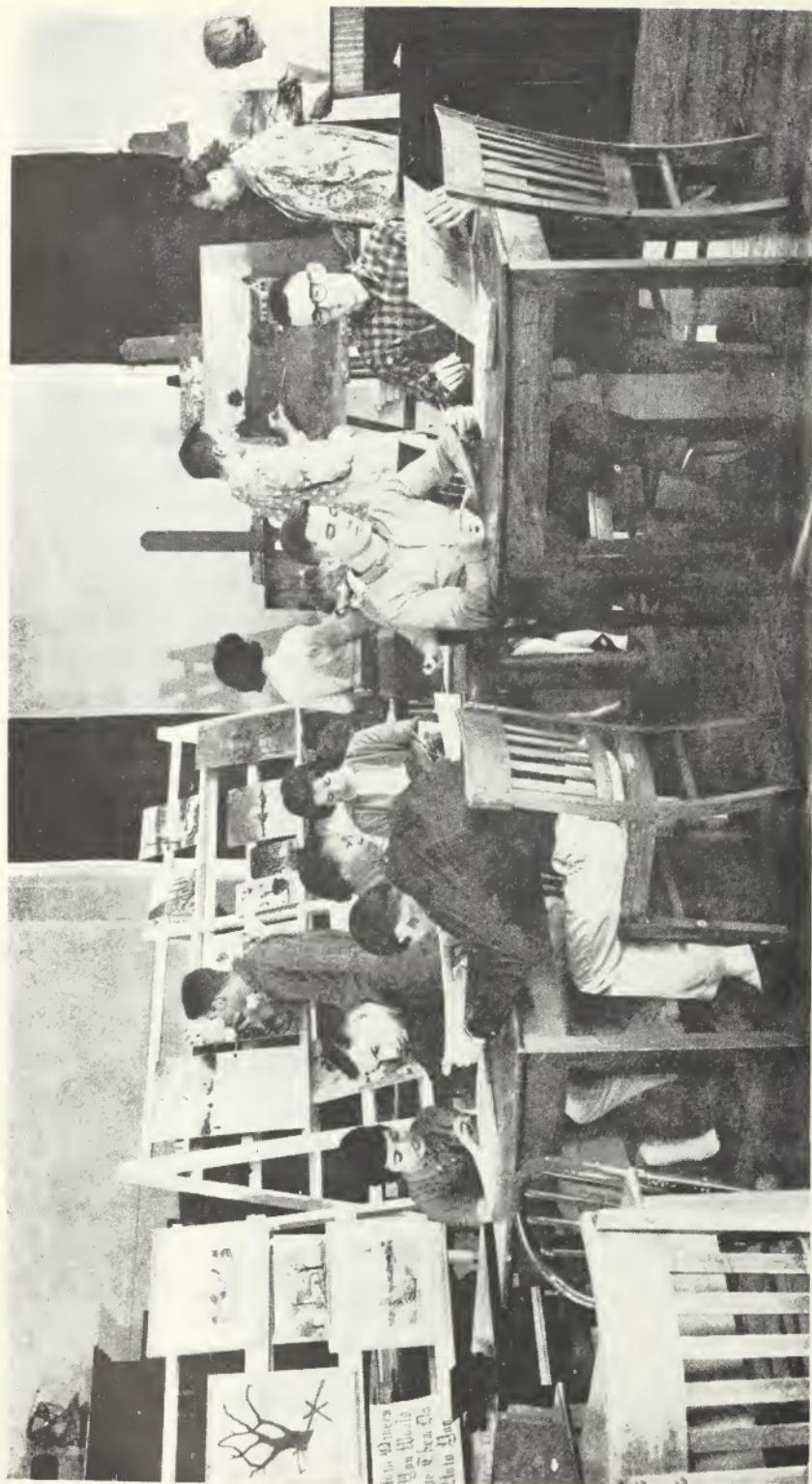
103-104. General Psychology. Credit, six hours. A two-semester introductory course designed to instruct the student in the principles of psychology as they relate to the adjustment of the organism to its environment. (This course will satisfy general education requirements for those not pursuing a teacher-training curriculum.) Offered yearly.

205. Social Psychology. Credit, three hours. A study of the psychological factors involved in social behavior. Considers the interaction of personalities in society, the resulting social attitudes, culture, and institutions. The development of such phenomena as customs, crowd behavior, clubs, public opinion, propaganda, leadership, and problems of community life will be considered. Prerequisites: Psy. 103-104. Offered in the first semester of even years.

302. The Psychology of Mental Health. Credit, three hours. A study of the dynamics of human adjustment. The needs of the organism, deviate behavior arising from their frustration, and the nature of adjustments required by several problem areas of living will be studied. Prerequisites: Ed. 201-202 or Psy. 103-104. Offered in the second semester of odd years.

310. **Psychology of Personality.** Credit, three hours. An intensive study of personality development with special attention to the dynamics of personality and its determinants. A study of personality testing. Theories of personality structure and organization of traits. Prerequisites: Ed. 201-202 or Psy. 103-104. Offered in the second semester of even years.
360. **Abnormal Psychology.** Credit, three hours. A study of the various psychoneuroses and psychoses associated with abnormal behavior. Modern methods of diagnosis, treatment, and prevention of abnormal behavior will also be considered. Prerequisites: Psy. 103-104, Psy. 302. Offered in the first semester of odd years.
322. **Mental Hygiene for Teachers.** Credit, three hours. A study of the principles of mental health and their application in establishing and maintaining an optimal learning situation in the classroom. The roles of the teacher in his dealings with the student, the class, the parent, the community, and associates are studied. Offered on demand.





The Study and Practice of Art, Shepherd College Art Department

DIVISION OF FINE ARTS

Dr. Frank, Chairman, Mr. Labuta, Mr. Skinner, Mr. Wildeboor

The Division of Fine Arts aims at providing a foundation of knowledge, understanding and human values important to the art of living, and in the search for truth. Through the fine arts, expressions of human experience are created which are beneficial to mankind in general, and which contain added significance for the interested and receptive student.

ART

Purpose: To arouse, develop and preserve an interest in art through significant information and creative experiences; to enable students to appreciate and practice the principles of design and good taste in everyday life as producers or consumers; to give students an understanding of the historical development of art and its vocational and recreational possibilities.

Curriculum for a Major and Teaching Field in Art

| | |
|--|----|
| Total hours required for a major | 32 |
|--|----|

Required courses, 29 hours:

| | |
|--|---|
| Creative Expression in the Fine Arts 101 | 2 |
| Art History and Appreciation 103 | 2 |
| Art History and Appreciation 104 | 2 |
| Advanced Freehand Drawing 201 | 2 |
| Commercial Art 204 | 3 |
| Introductory Crafts 211 | 2 |
| Principles of Design 301 | 3 |
| Applied Design 302 | 3 |
| Creative Expression in Applied Art 305 | 2 |
| Oil Painting 402 | 3 |
| Water Color Painting 403 | 3 |
| American Art 409 | 2 |

Electives, 3 hours:

| | |
|---------------------------------|---|
| Ceramics 404 | 3 |
| Sculpture 405 | 3 |
| Advanced Oil Painting 406 | 3 |
| Art Clinic 407 | 3 |

Curriculum for a Minor in Art

| | |
|--|----|
| Total hours required for a minor | 21 |
|--|----|

Required courses, 16 hours:

| | |
|--|---|
| Creative Expression in the Fine Arts 101 | 2 |
| Art History and Appreciation 103 | 2 |
| Art History and Appreciation 104 | 2 |
| Advanced Freehand Drawing 201 | 2 |
| Principles of Design 301 | 3 |
| Applied Design 302 | 3 |
| American Art 409 | 2 |

Electives, 5 hours:

| | |
|--------------------------------|---|
| Commercial Art 204 | 3 |
| Introductory Crafts 211 | 2 |
| Oil Painting 402 | 3 |
| Water Color Painting 403 | 3 |

101. **Creative Expression in the Fine Arts.** Credit, two hours. Consists of sketching, organization and incidentals of design. Working with crayons, charcoal, and water colors; lettering and illustrations in perspective with color harmonies. First semester.
103. **Art History and Appreciation.** Credit, two hours. Present-day needs and interpretations of art through the ages, including modern art in its social phase of everyday usage. First semester.
104. **Art History and Appreciation.** Credit, two hours. Continuation of Art 103. Illustrated with pictures and objects of art. Second semester.
201. **Advanced Drawing.** Credit, two hours. Sketching in correct proportions the anatomy of children and adults. Freehand drawing in perspective, composition in drawing. Second semester.
204. **Commercial Art.** Credit, three hours. Problems in compositions and pictorial organization, lettering stressed. Posters for advertising and selling (local advertising illustrated). Second semester.
211. **Introductory Crafts.** Credit, two hours. Direct experience with materials such as wood, clay, paper, textiles as related to weaving, hooked rugs, stitching, lettering and bookbinding. On demand.
301. **Principles of Design.** Credit, three hours. Principles and application of design. Exhibits and research in decorative and functional designs. First semester.
302. **Applied Design.** Credit, three hours. The relation of design to materials, fitness of design to purpose, surface covering, discrimination in design with particular reference to interior decoration. Individual problems are worked out in wood work, leather tooling, stenciling, linoleum block printing, and applique. Second semester.
305. **Creative Expression in Applied Art.** Credit, two hours. Units worked out with materials such as clay, papier mache, building and construction activity in art on the child's grade level. Second semester.
402. **Oil Painting.** Credit, three hours. By permission of the instructor. A study for beginners of landscape as picture building material, flower arrangement, organization of simple but coherent groupings, material selected from nature. Second semester.
403. **Water Color Painting.** Credit, three hours. Technique of water color painting, including simple still life studies, light and shadow, flowers, and landscape painting. First semester.
404. **Ceramics.** Credit, three hours. By permission of the instructor. Making pottery, tiles and plaques. On demand.
405. **Sculpture.** Credit, three hours. Brief history of the sculpture of Europe and America, applied technique of sculpture to local plastic materials such as basswood, soap and prepared tallow. On demand.
406. **Advanced Oil Painting.** Credit, three hours. Continuation of Art 402. On demand.
407. **Art Clinic.** Credit, three hours. A course for art majors to perfect a skill in technique. The work, divided into units of six weeks, may be in oil painting, water colors, pastels, design and lettering. This course is recommended for adults who may not have an art background. On demand.
409. **American Art.** Credit, two hours. History and appreciation of American art from 1700 to present day. Field trips are made and museums are visited in this course. First semester.



Shepherd College Choir

MUSIC

Objectives: (1) To contribute to the development of the mature personality through a greater perception, understanding and appreciation of worthwhile music; (2) to prepare students for public school music careers according to approved standards of teacher education; (3) to provide training for students preparing for non-teaching careers in music.

The Music Department offers courses leading to the Bachelor of Arts degree in Music, the Bachelor of Arts degree in music education with the West Virginia First Class High School Certificate, and the Bachelor of Arts degree in Music Education with the West Virginia Special Nonacademic Certificate. A minor in music is also offered.

The Bachelor of Arts degree in Music is intended primarily for students planning future professional careers of a specialized nature in applied music, theory, or teaching. The Bachelor of Arts degree in Music Education with the First Class High School Certificate is designed for students interested in public school music careers on the secondary level. The Bachelor of Arts degree in Music Education with the Special Nonacademic Certificate qualifies students to teach public school music on the elementary and secondary levels (grades 1 through 12).

Courses offered by the Music Department are open to all college students within the limits of specific course prerequisites. The general student interested in music as an avocation is encouraged to participate in band and choir or in other activities of the Music Department.

Note: The term **music major** is understood to include any student working for a degree with a major in music or music education.

SPECIAL REQUIREMENTS FOR MUSIC MAJORS. In addition to prescribed courses, it is expected that all students working for a degree with a major in music will complete satisfactorily certain other requirements:

1. **Ensemble Participation.** It is felt that invaluable practical experience is gained from participation in groups such as band and choir. For this reason, all music majors are required to participate in the appropriate ensemble for each and every semester of their college careers, with or without credit. In addition, they are encouraged to take part in other ensemble activities when possible. Music minors also are expected to participate in as much ensemble work as circumstances will allow. A maximum of four hours of credit may be obtained through ensemble participation.

2. **Piano Proficiency.** Music students are required to pass a proficiency level in piano some time prior to the senior year before they can be recommended by the Music Department for supervised teaching in music or for graduation with a music major or minor. The test may be taken several times until a passing mark is obtained, and will involve an ability to play hymn-style compositions and simple accompaniments, and to sight-read piano music of an elementary nature.

3. **Senior Recital.** Music majors who qualify as performers are required to appear in a senior recital during the final year, on recommendation of the music faculty. Music majors not giving a recital are required to complete a faculty-approved project of significant proportions.

4. **Attendance at Musical Events.** Music majors and minors are expected to attend as many college and community concerts, recitals and music programs as possible in order to acquire a more comprehensive background in music literature than can be gained through class participation alone.

MENC STUDENT CHAPTER. Music students can affiliate with professional music educators and with music students from other colleges in the United States through membership in a student chapter of the Music Educators National Conference. This organization affords excellent opportunities for professional orientation and development during the college years.

SUPERVISED TEACHING IN MUSIC. Students making application for supervised teaching in the music field will be recommended subject to the approval of the music faculty and teacher education committee. The criteria for approval will be a review of the student's general qualifications and college record. At the discretion of the music faculty, students not recommended for supervised teaching may be given an opportunity for re-evaluation after not less than one semester or two summer sessions, during which time it is expected that specified deficiencies will have been corrected.

JOB OPPORTUNITIES IN MUSIC. Job opportunities in music in recent years, especially in public school, have greatly increased until the demand far exceeds the supply. Shepherd College music graduates on the secondary level have had numerous positions from which to choose at salaries uniformly high. Current indications point to an even greater demand for trained personnel of this type in the foreseeable future.

Curriculum for the Bachelor of Arts Degree with a Major in Music

Required courses, 36 hours:

| | |
|--|----|
| Music as an Art and Science 101 | 2 |
| Music Theory Seminar 101a | 1 |
| Music Theory 102 | 3 |
| Music Theory 201, 202 | 6 |
| Form and Analysis 304 | 3 |
| Music History 311, 312 | 6 |
| Counterpoint 401 | 3 |
| Music Literature 411 or 412 | 2 |
| Applied Music | 8 |
| Music elective (selected from areas of music literature or music education) | 2 |
| Recital, or music project | NC |
| | 36 |



Shepherd Students Take Private Lessons Without Additional Cost

Curriculum for the Bachelor of Arts Degree with a Major in Music Education and the First Class High School Certificate

| | Vocal & Keyboard | Instru- mental |
|---|---------------------|-------------------|
| Required courses, 37 hours: | | |
| Music as an Art and Science 101 | 2 | 2 |
| Music Theory Seminar 101a | 1 | 1 |
| Music Theory 102 | 3 | 3 |
| Music Theory 201, 202 | 6 | 6 |
| Instrumental Classes (Woodwind 231, Brass 232, String 233, Percussion 234) | 2 | 4 |
| Music Education Elective | 2 | -- |
| Form and Analysis 304 | 3 | 3 |
| Music History 311, 312 | 6 | 6 |
| Choral Conducting 325 | 3 | -- |
| Instrumental Conducting 326 | -- | 3 |
| Applied Music | 9 | 9 |
| Recital, or music project | NC | NC |
| | <hr/> 37 | <hr/> 37 |

Note: In addition, Ed. 426 (The Teaching of Music, two hours) is required as a part of the Professional Education Block.

Curriculum for the Bachelor of Arts Degree with a Major in Music Education and the Special Nonacademic Certificate

Required courses, 55 hours:

| | |
|--|----------|
| Music as an Art and Science 101 | 2 |
| Music Theory Seminar 101a | 1 |
| Music Theory 102 | 3 |
| Music Theory 201, 202 | 6 |
| Music Materials and Procedures 226 | 3 |
| Instrumental Classes (Woodwind 231, Brass 232, String 233, Percussion 234) | 4 |
| Form and Analysis 304 | 3 |
| Music History 311, 312 | 6 |
| Choral Conducting 325 | 3 |
| Instrumental Conducting 326 | 3 |
| Applied Music | 10 |
| Music electives (selected from the areas of music education, music literature, or music theory) | 11 |
| Recital, or music project | NC |
| | <hr/> 55 |

Note: In addition, Ed. 426 (The Teaching of Music, two hours) is required as a part of the Professional Education Block.

Curriculum for the Elementary Education Minor in Music

Required courses, 18 hours:

| | |
|---|---|
| Music as an Art and Science 101 | 2 |
| Music Theory Seminar 101a | 1 |
| Music in Human Relations 111 | 2 |
| Music Materials and Procedures 226 | 3 |
| Masterpieces of Music 314 | 2 |
| Music elective (selected from the areas of music education, music literature, or music theory) | 4 |
| Applied music | 4 |

Curriculum for the Minor in Music

Required courses, 25 hours:

| | |
|--|----------|
| Music as an Art and Science 101 | 2 |
| Music Theory Seminar 101a | 1 |
| Music Theory 102 | 3 |
| Music in Human Relations 111 | 2 |
| Music History 311, 312 | 6 |
| Music electives (selected from the areas of music theory or music literature) | 5 |
| Applied music | 6 |
| | <hr/> 25 |

MUSIC THEORY

101. **Music As An Art and Science.** A dynamically oriented study in which basic music fundamentals, such as acoustics, notation, scales, intervals, chords, terminology and music reading, are presented through musical experiences with which teachers need to be familiar: singing, accompanying simple songs, and creative experiences. Two hours, first semester.
- 101a. **Music Theory Seminar.** Required of all music majors and minors as a supplement to Music 101. Harmonic procedures and creative writing are stressed. One hour, first semester.
102. **Music Theory.** Harmonic progressions in three and four-part textures involving diatonic triads and seventh chords and their inversions, non-harmonic tones, and modulation to related tonal centers. Creative writing emphasized. Prerequisite: Music 101. Three hours, second semester.
201. **Music Theory.** Altered triads and seventh chords, augmented sixth chords, modulation to remote tonal centers, and four-part chorale harmonization using the complete harmonic equipment as found in the Bach chorales. Prerequisite: Music 102. Three hours, first semester.
202. **Music Theory.** A study of selected harmonic styles, techniques, and devices from music history: Liszt, Wagner, Debussy, Scriabin, new chordal systems, modality, polytonality, atonality, and so forth. Prerequisite: Music 201. Three hours, second semester.
304. **Form and Analysis.** The analysis and composition of homophonic forms from the simple phrase through the one-movement sonata allegro form. Both vocal and instrumental forms are studied. Prerequisite: Music 201. Three hours, second semester.
401. **Counterpoint.** A study of the practices and techniques of the contrapuntal art of the 16th and 18th centuries, and an investigation of the motet, fugue, chorale prelude, and other contrapuntal forms. Prerequisite: Music 202. Three hours, first semester, on demand.

MUSIC HISTORY AND LITERATURE

111. **Music in Human Relations.** Required of all students as a part of the general education requirement in the fine arts. This course is taught essentially from the historical-appreciation point of view. It embraces such areas as acoustics, aesthetics, and history, and investigates the place of music in the development of Western civilization. Emphasis is placed on the correlation of music with the other arts. Important names, musical developments, styles and compositions are considered. Two hours, each semester.
311. **Music History.** A study of the evolution of the musical art from ancient times through the early Christian era, the Middle Ages, and the Romanesque, Gothic, Renaissance, and Baroque periods. Three hours, first semester.
312. **Music History.** A continuation of Music History 311. A study of music and musicians of the Classical, Romantic and Modern Periods, with an extensive survey of the contemporary scene. Prerequisite: Music 311. Three hours, second semester.
313. **Masterpieces of Music.** A course for music student and dilettante designed to furnish pertinent background and information about well-known musical compositions and their composers. Several orchestral and choral masterpieces are selected for discussion and analysis, with special emphasis placed on musical aesthetics. Two hours, on demand.
314. **Masterpieces of Music.** Similar to Music 313, but involving a different group of compositions. Two hours, on demand.
- 411-414. **Music Literature.** The intensive investigation of a specific topic in music literature. Two hours, on demand.
- 411. Symphonic Literature
 - 412. Opera
 - 413. Music of the Twentieth Century
 - 414. Choral Literature
421. **Music Research and Independent Study.** Qualified seniors may pursue a course of independent study in their major area under the supervision of the appropriate faculty adviser. Students selected must exhibit outstanding ability and scholarship in their chosen area, and must meet the requirements for the Independent Study Program as outlined elsewhere in this catalog. One to three hours.

MUSIC EDUCATION

226. **Music Materials and Procedures.** A dynamically oriented study of the basic music program of the elementary school in which students learn techniques of teaching and using materials for singing, rhythms, and listening. Special emphasis is placed on folk songs, the reading program, part-singing, movement to music, pre-orchestral instruments, and audio-visual aids. Prerequisite: Music 101. Three hours, second semester.
231. **Woodwind Class.** The study of general problems related to the wood-winds. Students learn to play representative instruments of the family. One hour, first semester.

232. **Brass Class.** The study of general problems related to the brass instruments. Students learn to play representative instruments of the family. One hour, second semester.
233. **String Class.** The study of general problems related to the strings. Students learn to play representative instruments of the family. One hour, first semester.
234. **Percussion Class.** The study of general problems related to the percussion instruments. Students learn to play representative instruments of the family. One hour, second semester.
235. **Choral Conducting.** A study of the problems of the choral conductor: organization, seating, literature, rehearsal and accompaniment, with interpretive analysis of numbers in sacred and secular choral literature. Co-requisite: Participation in a college or church choral group. Three hours, first semester.
326. **Instrumental Conducting.** A course for the prospective band or orchestra director. Included are elementary through more advanced score-reading, conducting procedures, and practical experience in directing college instrumental ensembles. Three hours, second semester.
327. **Instrumental Arranging.** The study of transpositions, ranges, tonal colors, and idiomatic writing, and the practical application of these techniques to instrumental ensemble writing, including band and orchestra. Two hours, first semester.
329. **Music Education Workshop.** A workshop designed to meet problems in music pedagogy common to all elementary teachers. Special emphasis is placed on the study of new materials and procedures. One hour, summer only.
427. **Instrument Survey and Repair.** A course designed for the instrumental student who intends to teach. Laboratory experience in the maintenance and repair of band and orchestral instruments is an important part of the course. A general review of the instruments is included. Two hours, first or second semester.
431. **Opera Workshop.** A laboratory experience in the musical and dramatic production of opera or musical comedy. An application of the theatrical principles of stagecraft, direction, lighting and costuming to lyric theater. Prerequisite: permission of the instructor. Two hours, first semester.
432. **Opera Workshop.** A continuation of Music 431. Two hours, second semester.
426. **The Teaching of Music.** A methods course in music for the secondary level. (See professional education requirements.) Two hours, first or second semester.

ENSEMBLE

Ensemble work may be taken with or without credit, and the general college student is encouraged to participate. A maximum of four hours of credit may be granted for ensemble participation.

Ensemble course numbers relate to the number of semesters of credit in a specific ensemble, and not to the college class level of a student.

251, 252, 351, 352. **Band.** The reading and performance of band literature, and the participation in campus and off-campus concerts and programs, including appearances at high schools in the surrounding area. Open to all college students by consent of the professor. One hour, first and second semesters.

- 253, 254, 353, 354. **College Choir.** A study and interpretation of the various choral styles found in music history including the modern literature. Public performance of both sacred and secular music. Open to all college students by consent of the professor. One hour, first and second semesters.
- 355, 356. **Oratorio Chorus.** The study, rehearsal, and public performance of selected choral masterpieces. Attendance at rehearsals and public performances, and an ability to learn a singing part are required. One hour, on demand.
- 357, 358. **Instrumental Ensemble.** A course designed to give the instrumental student experience in playing in small standard ensemble groups, and to acquaint him with the ensemble literature. One hour, on demand.

APPLIED MUSIC

The term **instrument** is understood to include voice, piano, and organ, in addition to the usual band and orchestral instruments.

Applied music lessons are available to all college students by consent of the professor involved and are given from the beginning through the advanced levels. One credit hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit hours are based on two half-hour lessons plus a minimum of six hours of practice per week. Lower division students may take lessons on a specific instrument for one hour of credit only, per semester. Upper division students may take lessons on a specific instrument for two hours of credit per semester, with the consent of the appropriate professor.

Applied music course numbers relate to the number of semesters of credit in a specific instrument, and not to the college class level of a student.

Applied music students of sufficient skill are given numerous opportunities to appear in public performance on Music Department musicales, recitals, concerts, and other programs presented at the college or before schools, clubs, and civic organizations.

- 161, 162, 261, 262, 361, 362, 461, 462. **Piano.** Private piano instruction is offered from the beginning through the advanced levels, and aims at the development of individual proficiency in technique and interpretation through the study and performance of the various keyboard styles in the piano literature. One or two hours, first and second semesters.
- 165, 166, 265, 266, 365, 366, 465, 466. **Organ.** Private organ instruction is offered from the beginning through the advanced levels, and deals with the idiomatic problems of technique and interpretation characteristic of this instrument, as found in the standard literature. One or two hours, first and second semesters.
- 171, 172, 271, 272, 371, 372, 471, 472. **Voice.** Private vocal instruction involves the interpretation of sacred and secular vocal literature on all levels of difficulty commensurate with the background and needs of the student. Good tone placement, breathing, phrasing, diction, and other vocal techniques are stressed. One or two hours, first and second semesters.
- 181, 182, 281, 282, 381, 382, 481, 482. (the appropriate letter for the specific instrument is added to these numbers) **Instrumental Instruction.** Private instruction aims at stressing the development of individual proficiency through the study of proper techniques, embouchure, breath control, etc., for the instrument studied. Standard methods and solo literature are studied. One or two hours, first and second semesters.

- | | | |
|----------------|---------------------|------------------|
| a. Violin | f. Oboe | k. French Horn |
| b. Viola | g. Clarinet | l. Trombone |
| c. Cello | h. Saxophone | m. Baritone Horn |
| d. String Bass | i. Bassoon | n. Bass Horn |
| e. Flute | j. Trumpet (Cornet) | o. Percussion |

**SUGGESTED FOUR-YEAR SCHEDULE FOR THE BACHELOR
OF ARTS DEGREE WITH A MAJOR IN MUSIC**

Freshman Year

| First Semester | Second Semester |
|---|---|
| Written and Spoken English 101..... 3 | Written and Spoken English 102..... 3 |
| Development of Social Institutions 101..... 3 | Development of Social Institutions 102..... 3 |
| General Biological Science 101 (or Physical Science 103)..... 4 | General Biological Science 102 (or Physical Science 104)..... 4 |
| Orientation in Physical Education 121..... 1 | Orientation in Physical Education 122..... 1 |
| Orientation 101..... 1 | Art Appreciation 103..... 2 |
| Music as an Art and Science 101..... 2 | Music Theory 102..... 3 |
| Music Theory Seminar 101a..... 1 | Applied Music..... 1 |
| Applied Music..... 1 | |
| | 16 |
| | 17 |

Sophomore Year

| First Semester | Second Semester |
|--|--|
| Human Development 201..... 3 | Human Development 202..... 3 |
| Fundamental Social Problems 211..... 3 | Fundamental Social Problems 212..... 3 |
| Spoken English 213..... 3 | Introduction to Mathematics 215..... 3 |
| Foreign Language..... 3 | Foreign Language..... 3 |
| Music Theory 201..... 3 | Music Theory 202..... 3 |
| Applied Music..... 1 | Applied Music..... 1 |
| | 16 |
| | 16 |

Junior Year

| First Semester | Second Semester |
|--|------------------------------|
| Foreign Language..... 3 | Foreign Language..... 3 |
| English Literature 210 or 211 (or American Literature 212 or 214)..... 3 | Form and Analysis 304..... 3 |
| Music History 311..... 3 | Music History 312..... 3 |
| Applied Music..... 1 | Applied Music..... 1 |
| Electives..... 5 | Electives..... 6 |
| | 15 |
| | 16 |

Senior Year

| First Semester | Second Semester |
|------------------------------------|-----------------------------------|
| Music Literature 411 or 412..... 2 | Music Elective..... 2 |
| Counterpoint 401..... 3 | Applied Music..... 1 |
| Applied Music..... 1 | Electives..... 13 |
| Electives..... 10 | Recital, or music project..... NC |
| | 16 |
| | 16 |

**SUGGESTED FOUR-YEAR SCHEDULE FOR THE BACHELOR
OF ARTS DEGREE WITH A MAJOR IN MUSIC EDUCA-
TION AND THE FIRST CLASS HIGH SCHOOL
CERTIFICATE**

Freshman Year

| First Semester | Second Semester |
|---|---|
| Written and Spoken English 101..... 3 | Written and Spoken English 102..... 3 |
| Development of Social Institutions 101..... 3 | Development of Social Institutions 102..... 3 |
| General Biological Science 101 (or Physical Science 103)..... 4 | General Biological Science 102 (or Physical Science 104)..... 4 |
| Orientation in Physical Education 121..... 1 | Orientation in Physical Education 122..... 1 |
| Orientation 101..... 1 | Music Theory 102..... 3 |
| Music as an Art and Science 101..... 2 | Brass Class 232..... 1 |
| Music Theory Seminar 101a..... 1 | Applied Music..... 1 |
| *Woodwind Class 231..... 1 | |
| Applied Music..... 1 | |
| | <hr/> 16 |
| | 17 |

Sophomore Year

| First Semester | Second Semester |
|--|--|
| Human Development 201..... 3 | Human Development 202..... 3 |
| Fundamental Social Problems 211..... 3 | Fundamental Social Problems 212..... 3 |
| English Literature 210 or 211 (or American Literature 212 or 214)..... 3 | Spoken English 213..... 3 |
| Art Appreciation 103..... 2 | Introduction to Mathematics 215..... 3 |
| Music Theory 201..... 3 | Music Theory 202..... 3 |
| String Class 233..... 1 | Percussion Class 234..... 1 |
| Applied Music..... 1 | Applied Music..... 1 |
| | <hr/> 17 |
| | 16 |

Junior Year

| First Semester | Second Semester |
|---|------------------------------|
| Music History 311..... 3 | Music History 312..... 3 |
| Instrumental Conducting 326 (or Choral Conducting 325)..... 3 | Form and Analysis 304..... 3 |
| Applied Music..... 1 | Applied Music..... 2 |
| Electives..... 9 | Electives..... 7 |
| | <hr/> 15 |
| | 16 |

Senior Year

| First Semester | Second Semester |
|----------------------|--------------------------------------|
| Applied Music..... 2 | Professional Education Block..... 12 |
| Electives..... 13 | Electives..... 4 |
| | Recital or music project..... NC |
| | <hr/> 16 |
| | 15 |

*Vocal and keyboard students take two hours of instrumental classes plus a two-hour music education elective during the first two years.

**SUGGESTED FOUR-YEAR SCHEDULE FOR THE BACHELOR
OF ARTS DEGREE WITH A MAJOR IN MUSIC EDUCA-
TION AND THE SPECIAL NONACADEMIC
CERTIFICATE**

Freshman Year

| First Semester | Second Semester |
|--|--|
| Written and Spoken English 101..... 3 | Written and Spoken English 102..... 3 |
| Development of Social Institutions 101..... 3 | Development of Social Institutions 102..... 3 |
| General Biological Science 101 (or Physical Science 103)..... 4 | General Biological Science 102 (or Physical Science 104)..... 4 |
| Orientation in Physical Education 121..... 1 | Orientation in Physical Education 122..... 1 |
| Orientation 101..... 1 | Music Theory 102..... 3 |
| Music as an Art and Science 101..... 2 | Music Materials and Procedures 226..... 3 |
| Music Theory Seminar 101a..... 1 | |
| Woodwind Class 231..... 1 | |
| Applied Music..... 1 | |
| | <hr/> 17 |
| | 17 |

Sophomore Year

| First Semester | Second Semester |
|---|--|
| Human Development 201..... 3 | Human Development 202..... 3 |
| Fundamental Social Problems 211..... 3 | Fundamental Social Problems 212..... 3 |
| English Literature 210 or 211 (or American Literature 212 or 214)..... 3 | Spoken English 213..... 3 |
| Introduction to Mathematics 215..... 3 | Art Appreciation 103..... 2 |
| Music Theory 201..... 3 | Music Theory 202..... 3 |
| String Class 233..... 1 | Brass Class 232..... 1 |
| Applied Music..... 1 | Percussion Class 234..... 1 |
| | Applied Music..... 1 |
| | <hr/> 17 |
| | 17 |

Junior Year

| First Semester | Second Semester |
|------------------------------|------------------------------------|
| Music History 311..... 3 | Music History 312..... 3 |
| Choral Conducting 325..... 3 | Instrumental Conducting 326..... 3 |
| Applied Music..... 2 | Form and Analysis 304..... 3 |
| Music Electives..... 5 | Applied Music..... 2 |
| Electives..... 3 | Music Elective..... 2 |
| | Elective..... 2 |
| | <hr/> 16 |
| | 15 |

Senior Year

| First Semester | Second Semester |
|------------------------|--------------------------------------|
| Applied Music..... 2 | Professional Education Block..... 12 |
| Music Electives..... 4 | Applied Music..... 1 |
| Electives..... 8 | Electives..... 2 |
| | Recital, or music project..... NC |
| | <hr/> 14 |
| | 15 |

DIVISION OF HEALTH AND PHYSICAL EDUCATION

Mr. Fieger, Chairman, Dr. Cree, Miss Hammer,
Mr. Riggleman, and Mr. Hartman

Purposes: (1) To improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community health, (2) to prepare teachers of health education, physical education, and athletic coaches for the secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to enter graduate schools, and (5) to provide opportunities for students and faculty to participate in a variety of recreational activities.

Special Requirements for a Major and a Teaching Field in Physical Education

In addition to the required courses for a teaching field in physical education, it is expected that all students working for a degree with a major teaching field in physical education will complete the following:

1. Pass a motor educability test and a motor achievement test, making scores that are acceptable to the division.
2. Participate in one or more field experiences with children and youth for a period acceptable to the division. These experiences may be as sports officials (coaching little league, etc.), club leadership work (4-H, boy scouts, girl scouts, YMCA, YWCA), playground recreation leadership, camp counseling, water safety and first aid instruction, church club leadership, and many other comparable activities.
3. Serve as a student assistant for one semester in P.E. 121 or P.E. 122.
4. Participate in either the intercollegiate athletic or intramural programs or both.⁷

Curriculum for a Major and a Teaching Field in Physical Education

Required courses, 36 hours:

| | |
|---|---|
| Personal and Community Hygiene 103 | 3 |
| Curriculum in Physical Education 310 | 2 |
| School Health Problems 312 | 2 |
| Community Recreation 314 | 2 |
| History of Physical Education 325 | 2 |
| Adapted Physical Education 401 | 2 |
| Kinesiology 405 ⁸ | 3 |
| Administration of Health and Physical Education 406 | 3 |
| Tests and Measurements in Physical Education 410 | 2 |
| Electives ² | 6 |

Theory and Practice of Physical Education, 15 hours, as follows:

| Team Sports: ³ | Men | Women |
|--|-----|-------|
| Team Sports 211 | 2 | 2 |
| Theory and Practice of Coaching Football 305 | 1 | |
| Theory and Practice of Coaching Baseball 306 | 1 | |
| Theory and Practice of Coaching Basketball 307 | 1 | 1 |

Recreational or Individual Activities:⁴

| | | |
|--|---|---|
| Swimming | 1 | 1 |
| Theory and Practice of Coaching Wrestling 208M | 1 | |
| Tumbling and Gymnastics 209 | 1 | 1 |
| Individual and Dual Sports 313 | 2 | 2 |

Rhythmic Activities:⁵

| | | |
|--|--------|--------|
| Folk and Square Dancing 320 and/or | | |
| Social Dancing 321, Rhythms for Children 221 | 2-or-1 | 2-or-3 |
| Modern Dancing 322 | | 1 |

School and Community Activities:⁶

| | | |
|--|---|---|
| Games 201 | 2 | 2 |
| First Aid 303 | | 2 |
| Care and Prevention of Athletic Injuries 304 | 2 | |

¹Students who elect physical education as a teaching field will choose their second field in areas other than home economics or business education.

²Electives will be chosen from the following areas: history, psychology, sociology, English, mathematics, science, or foreign language.

³Team sports include baseball, football, basketball, volleyball, speedball, soccer, softball, touch football, field hockey, and track and field.

⁴Recreational activities include individual and dual sports, swimming, archery, golf, tennis, badminton, table tennis, wrestling, tumbling, and gymnastics.

⁵Rhythmic activities include folk and square dancing, social dancing, modern dancing, and rhythms for children.

⁶School and community activities include games, first aid, care and prevention of athletic injuries, camp counseling and outdoor education, club leadership, and community recreation.

⁷No credit in physical education will be allowed for participation in intercollegiate athletics or intramurals.

⁸Biology 307 and 308 are prerequisites for Kinesiology.

CURRICULUM FOR A MAJOR AND A TEACHING FIELD IN PHYSICAL EDUCATION

Freshman Year

| First Semester | Second Semester |
|------------------------|-----------------|
| English 101 | 3 |
| Biology 101 | 4 |
| History 101 | 3 |
| Psychology 101 | 1 |
| Physical Education 121 | 1 |
| Physical Education 103 | 3 |
| Art 104 | 2 |
| | 17 |
| | 16 |

Sophomore Year

| First Semester | Second Semester |
|---|-----------------|
| Education 201 | 3 |
| English Literature 210 or 211, or American Literature 212 or 214.. | 3 |
| Sociology 211 | 3 |
| Physical Education 209 | 1 |
| Physical Education 211 | 2 |
| Physical Education 313 | 2 |
| (Second teaching field) | 2 |
| | 16 |
| | 16, 17 |

Junior Year

| First Semester | Second Semester |
|-----------------------------|-----------------|
| Biology 307 and 308 | 4 |
| Physical Education 305-307M | 2 |
| Physical Education 312 | 2 |
| Physical Education 314 | 2 |
| Physical Education 321-322 | 1 |
| (Second teaching field) | 6, 7 |
| | 17, 18 |
| | 16, 17 |

| | Senior Year | | Second Semester |
|-------------------------|-------------|---|-----------------|
| First Semester | | | |
| Physical Education 401 | 2 | Integrated Methods 7-12 | 4 |
| Physical Education 406 | 3 | Principles and Practices of | |
| Physical Education 410 | 2 | Guidance 417 | 3 |
| (Second teaching field) | 9, 10 | Education 431 (Special Methods in Physical Education) | 2 |
| | <hr/> | Directed Teaching | 6 |
| | 16, 17 | | 15 |
| | | (The Professional Block may be taken either semester.) | |

CURRICULUM FOR A MINOR TEACHING FIELD IN ELEMENTARY SCHOOL PHYSICAL EDUCATION

Required courses, 19 hours:

| | | | |
|---------------------------------------|---|--|---|
| Swimming | 1 | Rhythms for Children 221 | 1 |
| Personal and Community Hygiene 103 | 3 | First Aid 303 | 2 |
| Games 201 | 2 | School Health Problems 312 | 2 |
| Tumbling and Gymnastics 209 | 1 | Materials and Methods 331 | 2 |
| Team Sports 211 | 2 | Administration of Health and Physical Education 406 | 3 |

CURRICULUM FOR PRE-PHYSICAL THERAPY

| | Freshman Year | | Second Semester |
|------------------------|---------------|------------------------|-----------------|
| First Semester | | | |
| English 101 | 3 | English 102 | 3 |
| History 101 | 3 | History 102 | 3 |
| Physical Education 121 | 1 | Physical Education 122 | 1 |
| Physical Education 103 | 3 | Music 111 | 2 |
| Psychology 101 | 1 | Art 103-104 | 2 |
| Chemistry 101 | 4 | Chemistry 102 | 4 |
| Electives | 2 | Electives | 2 |
| | <hr/> | | <hr/> |
| | 17 | | 17 |

Sophomore Year

| | First Semester | | Second Semester |
|----------------------------------|----------------|----------------|-----------------|
| First Semester | | | |
| English 210, 211, 212, or 214 | 3 | English 213 | 3 |
| Sociology 211 | 3 | Sociology 212 | 3 |
| Physics 211 | 4 | Physics 212 | 4 |
| Biology 208 | 4 | Biology 209 | 4 |
| Psychology 103 | 3 | Psychology 104 | 3 |
| | <hr/> | | <hr/> |
| | 17 | | 17 |

For third and fourth years see adviser.

CURRICULUM FOR CORRECTIVE THERAPY

Male students taking a teaching field in physical education may also make application through their division chairman for Physical Education 408—Field Work in Corrective Therapy—at the V.A.C. Training Center, Martinsburg, West Virginia.

PHYSICAL EDUCATION COURSES

101. **Beginning Swimming.** Credit, one hour. The purpose of this course is to teach a student basic strokes in swimming. First and second semesters.
103. **Personal and Community Hygiene.** Credit, three hours. The purpose of this course is to improve the quality of living by providing opportunities

for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community hygiene. First and second semesters.

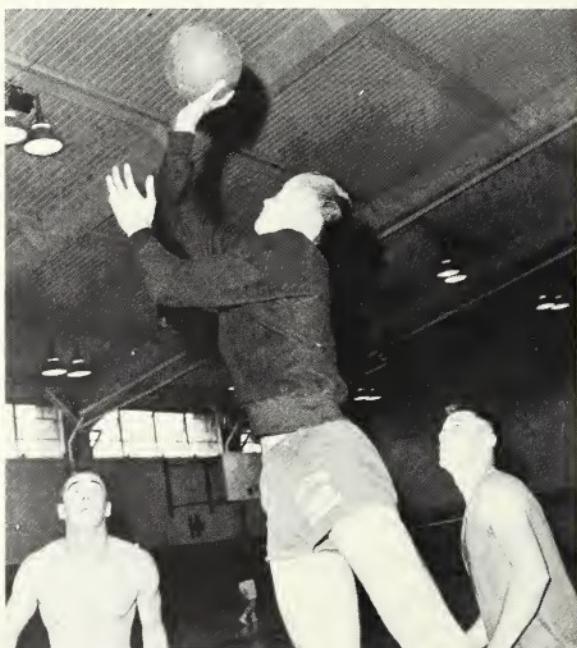
119. **Individual Adapted Physical Education.** Credit, one hour. This course is for those students who, for reasons of physical disability or age, can not safely engage in Physical Education 121 and 122. The content of the course will vary to meet the individual student's needs. Students will be assigned to this course by the joint action of the College Health Service and the instructors of required physical education for men and women, respectively.
120. **Individual Adapted Physical Education.** Credit, one hour. This course is a continuation of Physical Education 119.
121. **Orientation in Physical Education.** Credit, one hour. The purpose of this course is to develop basic skills in team sports, rhythms, swimming, individual and dual sports, stunts and tumbling, and body mechanics, and to teach a philosophy of physical education. First semester.
122. **Orientation in Physical Education.** Credit, one hour. This course is a continuation of Physical Education 121. Second semester.
201. **Games.** Credit, two hours. This course provides students opportunities to learn and present games of primary and intermediate organization to public school pupils. First semester, second semester and summer.
202. **Intermediate Swimming.** Credit, one hour. The purpose of this course is to teach students who have completed the beginning course in swimming to improve basic skills and learn additional skills. First semester.
206. **Tennis.** Credit, one hour. The purpose of this course is to enable students to learn the fundamental skills of tennis. Second semester.
207. **Golf.** Credit, one hour. The purpose of this course is to enable students to learn the fundamental skills of golf. On demand.
- 208M. **Theory and Practice of Coaching Wrestling.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching wrestling. Second semester.
209. **Tumbling and Gymnastics.** Credit, one hour. The purpose of this course is to give future teachers of physical education an opportunity to learn the fundamental skills of tumbling and gymnastics. Teaching methods and safety skills will be emphasized in this class. Class members will be given an opportunity to participate as student instructors in the freshman orientation tumbling and gymnastic units. First semester.
210. **Camp Counseling and Outdoor Education.** Credit, two hours. This introductory course attempts to develop in the student a philosophy of camping by studying the history, different types of camps and the skills required of a successful camp counselor. A knowledge and understanding of how the camping experience contributes in its own unique way to the broader aims of the American educational process is also stressed. Second semester.
- 211W. **Team Sports.** Credit, two hours. The purpose of this course is to enable students to learn the theory and practice of team sports in which no special course is given; i.e., soccer, speedball, volleyball, field hockey, fire ball, and softball. First semester of odd years.
- 211M. **Team Sports.** Credit, two hours. The purpose of this course is to give future teachers of physical education an opportunity to learn the fundamental skills and teaching techniques of soccer, speed ball, volleyball, softball, and touch football. First and second semesters.
221. **Rhythms for Children.** Credit, one hour. The purpose of this course is to enable the student to learn basic rhythmic activities and to be able to select and present a graded program in rhythms to public school children. Second semester and summer.

301. **Swimming and Diving.** Credit, one hour. The purpose of this course is to teach students to master many techniques of swimming. In addition to the above, some time will be devoted to the fundamentals of spring board diving. To be eligible for this course a student must have satisfactorily completed Beginning Swimming and Intermediate Swimming or its equivalent. Second semester.
303. **First Aid.** Credit, two or three hours. This course is a combination of the standard, advanced, and instructor courses in first aid. Students who satisfactorily complete this course are certified by the American National Red Cross as first aid instructors. Second semester and on demand.
304. **Care and Prevention of Athletic Injuries.** Credit, two hours. A theory and laboratory course dealing with the prevention, care, and strapping of athletic injuries. Class members serve as student trainers during the football and/or basketball season. Open only to men students and with the permission of the instructor. Second semester and summer.
305. **Theory and Practice of Coaching Football.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching football. First semester and summer.
306. **Theory and Practice of Coaching Baseball.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching baseball. Second semester.
- 307-M. **Theory and Practice of Coaching Basketball.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching basketball. First semester and summer.
- 307-W. **Basketball for Women.** Credit, one hour. This course prepares prospective teachers in the skills, strategies, rules, teaching techniques, coaching, and officiating principles of girls' basketball. Second semester every third year.
308. **Theory and Practice of Coaching Track and Field.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching track and field events. Second semester.
309. **Synchronized Swimming.** Credit, one hour. A swimming course for the accomplished swimmer, this course includes a concentration on form in all of the recognized swimming strokes, variations, stunts, swimming in unison and formations, with and without music. Open to persons holding "Swimmer's" through "Life Saving" certification, or by permission of instructor. Second semester or on demand.
310. **Curriculum in Physical Education.** Credit, two hours. The purpose of this course is to enable the student to teach physical education to elementary and secondary school children. Second semester.
312. **School Health Problems.** Credit, two hours. The purpose of this course is to study the health problems relating to public schools. Emphasis is placed upon the principles, policies, materials, and methods of teaching health in public schools. Prerequisite: Physical Education 103, and at least junior class standing. First semester, second semester and summer.
313. **Individual and Dual Sports.** Credit, two hours. The purpose of this course is to enable the student to acquire skills in doing and teaching such activities as archery, badminton, table tennis, paddle tennis and some of the co-recreational team sports. First semester, second semester, and summer.
314. **Community Recreation.** Credit, two hours. The purpose of this course is to enable the student to provide leadership in organizing and administering community recreation programs. First semester and summer.
316. **Safety Education.** Credit, two hours. The purpose of this course is to develop a safety consciousness by means of projects dealing with home, highway, school, and industrial safety. The course includes methods and materials of teaching safety. Second semester.

320. **Folk and Square Dancing.** Credit, two hours. The purpose of this course is to enable the student to perform, with skill and pleasure, many of the American folk and square dances and folk dances which are typical of other countries. In addition, the students will learn to teach, adapt, and call folk and square dances at the secondary and adult levels. Second semester.
321. **Social Dancing.** Credit, one hour. The purpose of this course is to enable the student to learn proper social dancing techniques, the etiquette of the dance floor, and methods of teaching social dancing. First semester.
322. **Modern Dancing.** Credit, one hour. The purpose of this course is to teach the student the techniques of modern dance, methods of teaching modern dance to the various age groups, and the historical background of the dance from the primitive to the present time. First semester.
324. **Club Leadership.** Credit, one hour. The purpose of this course is to develop leadership for clubs found in public schools. First semester, and on demand.
325. **History of Physical Education.** Credit, two hours. The purpose of this course is to enable prospective physical education teachers to learn the history of physical education from earliest times down to the present. First and second semester, and summer.
331. **Materials and Methods in Elementary School Physical Education.** Credit, two hours. This course is offered for students planning to teach physical education at the elementary school level. The purpose of the course is to enable students to consolidate their previous student experiences toward program planning and presentation of methods to classes at the elementary level. First semester, even years. Prerequisite: ten hours in physical education.
- 400a. **Senior Life Saving.** Credit, one hour. The purpose of this course is to enable a student to acquire the knowledge and skills necessary to become a Senior Life Saver. Prerequisite skills include the ability to swim one-fourth of a mile. This course is offered with the cooperation of the American National Red Cross, and upon the successful completion of this course, Senior Life Saving certificates will be issued. By permission of instructor. Second semester—first nine weeks.
- 400b. **Water Safety Instructors Course.** Credit, one hour. To be eligible to take this course, the student must possess a currently active Senior Life Saving card issued by the American National Red Cross. This course is taught by the Shepherd College Water Safety Chairman. Upon successful completion of this course, the student will become qualified to teach any swimming or life saving course offered by the Red Cross. Second semester—second nine weeks.
401. **Adapted Physical Education (Corrective and Preventive).** Credit, two hours. To acquaint the student with the problems underlying the need for an adapted physical education program, the organization, administration and conduct of adapted educational programs for the most prevalent types of disabilities found in school populations, and to assist in the coordination of health and physical education services in the school. First semester, summer, and on demand.
403. **Football and Basketball Officiating.** Credit, two hours. This course is designed to acquaint the student with the rules of football and basketball and to teach him proper techniques of officiating these games. First semester.
405. **Kinesiology.** Credit, three hours. The purpose of this course is to enable the student to understand and apply the principles of the mechanics of bodily movement to activities. Second semester. Prerequisite: Human Anatomy and Physiology.

406. **Administration of Health and Physical Education.** Credit, three hours. The purpose of this course is to enable prospective health and physical education teachers to understand the philosophy, principles, problems, policies, and procedures essential to administer a good physical education program. First semester, second semester and summer on demand.
408. **Field Work in Corrective Therapy.** Credit, six hours. This course is offered in conjunction with the Veterans Administration Center, Martinsburg, West Virginia, where students interested in corrective therapy may take clinical training and be certified as corrective therapists. This course must be taken while the student is enrolled at the college. Further details may be obtained from Mr. Fieger, Chairman, Health and Physical Education Division.
410. **Tests and Measurements in Health Education and Physical Education.** Credit, two hours. The purpose of this course is to enable the student to develop testing techniques applicable to health and physical education. First semester and summer on demand.
411. **Independent Study in Health, Physical Education, Recreation, or Athletics.** Credit, one to three hours. This course is designed primarily for seniors with averages of 3.000 or above, who are seeking an opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in physical education or its related fields. Permission of the division chairman is required for enrollment in this course.

Education 431. Special Methods in the Teaching of Physical Education. (Formerly P.E. 404C Special Methods in P.E.) Credit, two hours. This course is designed to help the student acquire a knowledge of the application of the fundamental principles of learning and teaching motor skills. Class activities include teaching demonstrations, observation, lectures, discussions, reports of research on motor skill learning, and the preparation of teaching units in the various areas of physical education. Second semester and summer on demand.



Basketball is a Major Sport at Shepherd.

DIVISION OF HOME ECONOMICS

Miss Hicks, Chairman, Mrs. Hendricks, Miss Pyle

PHILOSOPHY AND PURPOSES

The fundamental goal of home economics is to provide opportunities for professional growth and development in the significant values for effective living. The knowledge and skill acquired in home economics may be integrated with other major fields in the attainment and well-being of individuals and families, the improvement of homes, and the preservation of those values which are fundamental in maintaining the American home.

The specific objectives of the home economics division are to prepare students for a professional career in teaching home economics and for the practical and artistic role of homemaking, thus contributing toward the improvement of home and family living. Young women are offered the opportunity of majoring in home economics, or both women and men may elect courses in home economics for personal enrichment and as a supplement to other vocations.

In the home economics program the fundamentals of effective family living are identified and developed through recognition of the dignity and importance of the individual to a democratic society. An earnest effort is made to understand individual needs so that students may be guided in their maximum development. The concept that individual and group philosophies, values, and goals are of equal significance in establishing unity and a sense of direction in home and family living is developed. The home economics student is helped to recognize that continual evaluation of family and individual goals, values and philosophies should occur relative to the socio-economic changes in our society.

Students enrolled in home economics are guided in developing a philosophy with emphasis on all phases of personal and family living. An appreciation for the achievement of good inter-personal relationships within the home and community is developed. To nurture the young and foster their physical, mental, and social growth and development is considered a major goal in the continuity of effective family living. Concepts are achieved for the enrichment of personal and family living through the arts and humanities and through refreshing and creative use of leisure. Students learn the importance of understanding and appreciating different cultures and how to cooperate with peoples of differing mores who are striving to raise their levels of living. Experiences are provided for teacher-student planning, practice, and cooperative evaluation in the preparation of students to teach home economics in junior and senior high schools.

PHYSICAL PLANT

A newly renovated building, the former cafeteria, which houses the major portion of classes and laboratory activities, greatly enhances the entire home economics program. The spacious lounge which this building affords is an attractive addition to the department.

The Home Management Residence is a separate building which is appropriate for family living and will comfortably accommodate six students and the instructor in residence. Home economics majors gain experience in group living through application of knowledge and skills in making a home during a nine-weeks period in the management house.

The Nursery School Laboratory is housed in a cottage adjacent to the new home economics building. The home atmosphere created by the cottage, with a fenced play yard, trellised patio, and excellent play equipment, provides the physical facilities for an attractive and stimulating program for preschool children. Home economics and elementary school majors are able to have

actual experience in working with the children as a part of the college teacher-education program.

CURRICULUM FOR TEACHING HOME ECONOMICS IN SENIOR HIGH SCHOOLS

(This program will also meet requirements for a Home Economics Major)

Required courses 47 hours:

| | |
|---|-----------------|
| Textiles and Clothing 101 | 3 hours |
| Clothing 102 | 3 hours |
| Advanced Clothing 301 | 3 hours |
| Food and Nutrition for the Family 201 | 3 hours |
| Food and Meal Management 202 | 3 hours |
| Nutrition 318 | 3 hours |
| Marriage and Family Living 300 | 3 hours |
| Child Development 304 | 3 hours |
| Nursery School 406 | 2 hours |
| Home Equipment 305 | 2 hours |
| Home Management 307 | 3 hours |
| Consumer Economics 403 | 3 hours |
| Home Management Residence 405 | 5 hours |
| Home Planning and Furnishings 306 | 4 hours |
| Housing 308 | 4 hours |
| *Electives | 9 hours |
| Total | 56 hours |

*The 9 hours of electives will be chosen from the following areas: history, psychology, sociology, English, mathematics, science or foreign language.

Students who elect to major in home economics will choose their electives in an area where the liberal content is substantial. Students who choose a teaching field in home economics will not be permitted to choose physical education or business education as a second field.

| First Semester | | Second Year | |
|--|----------------|--|----------------|
| Written and Spoken English 101 | 3 hrs. | Written and Spoken English 102 | 3 hrs. |
| Development of Social Institutions 101 | 3 hrs. | Development of Social Institutions 102 | 3 hrs. |
| Elementary Chemistry 103 | 4 hrs. | Elementary Chemistry 104 | 4 hrs. |
| Orientation 101 | 1 hr. | Orientation in Physical Education 121 | 1 hr. |
| Textiles and Clothing 101 | 3 hrs. | Clothing 102 | 3 hrs. |
| Food and Nutrition for the Family 201 | 3 hrs. | Music in Human Relations 111 | 2 hrs. |
| Total | 17 hrs. | Total | 16 hrs. |

| First Semester | | Second Year | |
|--|----------------|---|----------------|
| Human Growth and Development 201 | 3 hrs. | Human Growth and Development 202 | 3 hrs. |
| Fundamental Social Problems 211 | 3 hrs. | Fundamental Social Problems 212 | 3 hrs. |
| Study and Appreciation of American or English Literature 210, 211, 212, or 214 | 3 hrs. | Food and Meal Management 202 | 3 hrs. |
| Advanced Clothing 301 | 3 hrs. | Home Equipment 305 | 2 hrs. |
| Advanced Written and Spoken English 213 | 3 hrs. | Orientation in Physical Education 122 | 1 hr. |
| Art Appreciation 103 or 104 | 2 hrs. | Electives | 5 hrs. |
| Total | 17 hrs. | Total | 17 hrs. |

Third Year**First Semester**

| | |
|-----------------------------------|----------------|
| Home Planning and Furnishings 306 | 4 hrs. |
| Consumer Economics 403 | 3 hrs. |
| Child Development 304 | 3 hrs. |
| Electives | 7 hrs. |
| Total | <u>17</u> hrs. |

Second Semester

| | |
|--------------------------------|----------------|
| Housing 308 | 4 hrs. |
| Nutrition 318 | 3 hrs. |
| Marriage and Family Living 300 | 3 hrs. |
| Nursery School 406 | 2 hrs. |
| Electives | 5 hrs. |
| Total | <u>17</u> hrs. |

Fourth Year**First Semester**

| | |
|---|----------------|
| Home Management 307 | 3 hrs. |
| Methods of Teaching Home Economics at Secondary Level | 4 hrs. |
| Methods of Teaching Home Economics at Adult Level | 2 hrs. |
| Electives | 8 hrs. |
| Total | <u>17</u> hrs. |

Second Semester

| | |
|--|----------------|
| Principles and Practices of Guidance—Education 417 | 3 hrs. |
| Home Management Residence 405 | 5 hrs. |
| Directed Teaching—Education 407 | 6 hrs. |
| Electives | 3 hrs. |
| Total | <u>17</u> hrs. |

101. **Textiles and Clothing.** Credit, three hours. This course offers a study of contemporary fibers, basic fabric weaves, designs and finishes. Study is made of the factors in clothing selection which affect both personal and family choices, including social and psychological forces and clothing needs at various stages of the family cycle. First semester.
102. **Clothing.** Credit, three hours. This course gives experience in the selection and use of commercial patterns in the construction of garments. The suitability of fabric and designs, skills in techniques, and fitting details are emphasized. The type of garment constructed will depend upon previous clothing experience and present wardrobe needs, permitting a wide choice of fabrics. Prerequisite: Textiles and Clothing 101. Second semester.
201. **Food and Nutrition for the Family.** Credit, three hours. This course is a study of the nutritive value of familiar foods used for everyday consumption by individuals and families. Special emphasis is given to the principles of meal planning, food preparation, and serving in the light of present-day living. First semester.
202. **Food and Meal Management.** Credit, three hours. This course offers experience in planning, marketing, preparing and serving nutritionally adequate family meals for numerous occasions. Consideration is given to typical family-meal problems and management of time, energy, and equipment. Prerequisite: Food and Nutrition for the Family 201. Second semester.
300. **Marriage and Family Living.** Credit, three hours. A study of families in our society, their similarities and differences, with emphasis on those factors that make for effective family living. Consideration is given to the family life cycle and interrelationships of families and communities. Second semester.
301. **Advanced Clothing.** Credit, three hours. This course offers students further experience in applying knowledge of textiles and the use of commercial patterns which require skill in advanced techniques in the construction and fitting required for tailoring more difficult garments.

The introduction and application of the basic principles of design are employed in the construction of a shell sheath relative to possible figure imperfections. Opportunity for research in special phases of clothing is offered. Prerequisites: Clothing 101 and 102. First semester.

304. **Child Development.** Credit, three hours. A study of the physical, emotional, and social development of the infant and preschool child (from birth to five years). Consideration is given to cultural influences and the role they play in determining the pattern of the child's development. First semester.
305. **Home Equipment.** Credit, two hours. This course includes selection, care, use and repair of equipment in the home. Needs of individual homes and schools are considered. Lectures, demonstrations, laboratory work and trips are included in presentation of material. Second semester.
306. **Home Planning and Furnishings.** Credit, four hours. A course aiming to guide individuals into obtaining, in a home, beauty, expressiveness, and functionalism. Emphasis is given to applying the principles of design to basic house plans, furnishings, and accessories. Experiences are offered in interior planning of color schemes, furnishings, and construction of accessories, such as slip covers, draperies, and refinishing of woods. First semester.
307. **Home Management.** Credit, three hours. A study of the application of the principles of management to human and nonhuman resources in developing values and achieving individual and family goals. First semester.
308. **Housing.** Credit, four hours. A course designed to help individuals understand, accept, and plan for the housing needs of today's families. The legal aspects of building and renting will be discussed and minimum standards are to be viewed critically. Second semester.
318. **Nutrition.** Credit, three hours. This course deals with facts useful in meeting everyday nutritional problems which have been gleaned from the fields of food composition, economics, the chemistry and physiology of body processes, dietetics, and medicine. These facts are stated in simple language that is understandable to those with little knowledge of chemistry and may be utilized for preventing ill health and promoting a high degree of physical fitness. Second semester.
403. **Consumer Economics.** Credit, three hours. A study of the opportunities and responsibilities of the consumer in purchasing household commodities for use in promoting individual and family goals. First semester.
405. **Home Management Residence.** Credit, five hours. Residence in home management entails living in the Home Management House for a period of nine weeks with a group of four to six girls. This experience provides the opportunity to apply the skills of management in a practical situation under supervision. It draws on the information, skill, and abilities learned in the other courses in the home economics curriculum. Open to second-semester juniors and seniors. Prerequisites: 201, 202, 307, 318.
406. **Nursery School.** Credit, two hours. Study of behavior characteristics of the preschool child and actual experience and guidance of the individual child and groups of children three and four years of age. Prerequisite: Child Development 304. First and second semesters.
- Ed. 428. **Methods of Teaching Home Economics at the Secondary Level.** Credit, four hours. This course deals with the problems directly related

to teaching, beginning with the philosophy and objectives of home economics education and continuing through methods of developing the objectives and evaluating the results. Attention is directed to effective techniques and procedures of teaching, the place of home economics in the total school program and the home economics teacher's role in the school and community. First semester.

Ed. 429. **Methods of Teaching Home Economics at the Adult Level.** Credit, two hours. A study of the philosophy, promotion, organization, methods, and techniques of working with out-of-school groups. Opportunities are provided for students to observe adult classes. Each student will participate in organizing and teaching an adult group in the college community.

Ed. 407. ***Directed Teaching in the High School.** All home economics majors will do their directed teaching in a federally reimbursed secondary school homemaking program. Prerequisites: Education 428 and Education 429.

*See Division of Education.

Students preparing for the teaching field in the Division of Home Economics will be qualified for a vocational certificate and eligible to teach in the vocational home economics departments of the reimbursed high schools.



Kappa Omicron Phi

DIVISION OF LANGUAGES AND LITERATURE

Dr. Malton, **Chairman**, Mr. Banks, Dr. Brass, Mrs. Byrer, Miss Conrad,
Mr. Couch, Miss Elliott, Mr. Miller, Mr. Perry, Mr. Rogers,
Mrs. Smith, Dr. Sonderegger

ENGLISH

Purposes: To teach students to appreciate and understand our literary heritage, to express thought accurately, to organize ideas, to develop skill in the use of literary materials, and to interpret the thoughts of others with clear images and appropriate emotions.

CURRICULUM FOR A MAJOR AND TEACHING FIELD IN ENGLISH

The minimum requirement of 38 semester hours of academic work in English includes the twelve hours listed in the general education requirements. In addition, all students in the program are strongly advised to complete at least two years of a foreign language study. It is further suggested that students majoring in English take a minor in French, history, philosophy, speech and drama, or library science.

Required courses by areas:

| | |
|---|---|
| 1. Written and Spoken English 101 | 3 |
| Written and Spoken English 102 | 3 |
| Advanced Written and Spoken English 213 | 3 |
| 2. Study and Appreciation of English Literature 210 or 211 | 3 |
| Study and Appreciation of American Literature 212 or 214 | 3 |
| 3. Advanced Grammar 331 or History of the English Language 405* | 3 |
| 4. Advanced Composition 332 or Creative Writing 362* | 2 |
| 5. Shakespeare 303 | 3 |
| 6. The Age of Chaucer 430 or The Age of Milton 435 | 3 |
| 7. Two courses from the following:** Eighteenth Century English Literature 321 Romantic Literature 317 Victorian Literature 316 Contemporary Literature 302 World Literature 313-314 Literature of the English Renaissance 306 | 6 |
| 8. Two courses from the following:** The English Novel 315 American Fiction 360 The Contemporary Novel 420 Early Dramatic Literature 304 Modern Dramatic Literature 305 Elizabethan Drama 425 American Poetry 361 Bible as Literature 308 | 6 |

Mythology 300

| | |
|--|----|
| Total hours required for a major and teaching field in English | 38 |
|--|----|

*See course description.

**In addition to the general education requirements, the State of West Virginia suggests that English teacher candidates take one course from the following fields: library science, journalism, history of the English language, advanced speech, play production or direction. This may be substituted for a literature course in areas 7 or 8.

All prospective English teachers will take Education 421, The Teaching of English.

CURRICULUM FOR A MINOR IN ENGLISH

Required courses by areas:

| | |
|--|---|
| 1. Written and Spoken English 101 | 3 |
| Written and Spoken English 102 | 3 |
| Advanced Written and Spoken English 213 | 3 |
| 2. Study and Appreciation of English Literature 210 or 211 | 3 |
| Study and Appreciation of American Literature 212 or 214 | 3 |
| 3. Shakespeare 303 | 3 |
| 4. Electives from composition and literature, courses numbered 300 or above | 9 |

| | |
|---|----|
| Total hours required for an English minor | 27 |
|---|----|

COMPOSITION

101. **Written and Spoken English.** Credit, three hours. Drill in essential English forms of expression; practice in composition. This course is prerequisite to all other English courses. First and second semester.
102. **Written and Spoken English.** Credit, three hours. An extension of English 101 with emphasis on the research paper. First and second semester.
213. **Advanced Written and Spoken English.** Credit, three hours. An analytical study of modern English and levels of usage. Practice in oral composition. First and second semester.
331. **Advanced Grammar.** Credit, three hours. A study of modern descriptive English grammar and levels of usage. The chief aim of the course is to give the student a systematic understanding of the workings of the English language as a basis for critical reading and correct, effective speaking and writing. First and second semester.
332. **Advanced Composition.** Credit, two hours. A study of techniques and extensive practice in informative, persuasive, and contemplative writing. First and second semester.
362. **Creative Writing.** Credit, two hours. The various forms and techniques of imaginative writing. Non-liberal arts candidates must take English 332 as a prerequisite. Liberal arts candidates may take this course instead of English 332 with the consent of the instructor, the chairman of the division, and the Academic Dean.

405. **History of the English Language.** Credit, three hours. A study of modern English and its heritage, with emphasis on American English. Liberal arts candidates may take this course instead of Advanced Grammar 331 with the consent of the instructor, the chairman of the division, and the Academic Dean.
440. **Seminar in Grammar.** Credit, one or two hours. The student will read and mark for correction various freshman compositions under the supervision of members of the English staff. The purpose of this course is to help the student solve the problems connected with grading English papers. It is suggested that juniors or seniors with an English teaching field plan to take this course. Prerequisite: junior or senior standing and successful completion of English 331 and 332. First and second semester.

LITERATURE

202. **Backgrounds of Literature.** Credit, three hours. A study of poetry, folklore, mythology, legends, and modern fiction and non-fiction for children, with emphasis on laying foundations for permanent enjoyment of literature. Only candidates for the degree of Bachelor of Arts in Elementary Education, or students with a minor or teaching field in Library Science, may take this course for credit. First semester.
210. **Study and Appreciation of English Literature.** Credit, three hours. A study of major works from Beowulf into the eighteenth century, with their historical backgrounds. Prerequisites: Eng. 101-102. First Semester.
211. **Study and Appreciation of English Literature.** Credit, three hours. A study of major works from the eighteenth century to the present, with their historical backgrounds. Prerequisites: Eng. 101-102. Second semester.
212. **Study and Appreciation of American Literature.** Credit, three hours. Critical judgment of authors and their works. Delineation of American thought from colonial days to Civil War. Prerequisites: Eng. 101-102. First semester.
214. **Study and Appreciation of American Literature.** Credit, three hours. Critical judgment of authors and their works. Delineation of American thought from the Civil War to the present day. Prerequisites: Eng. 101-102. Second semester.
300. **Mythology.** Credit, three hours. Emphasis will be on Greek and Roman mythology and their influence on English and American writers. Various examples of Greek and Roman literature will be read in translation.
302. **Contemporary Literature.** Credit, three hours. A study of the various types of literature by the chief contemporary writers of England and the United States.
303. **Shakespeare.** Credit, three hours. A study of selected plays and the sonnets. Minor emphasis on Shakespeare's biography and Elizabethan background. First semester.
304. **Early Dramatic Literature.** Credit, three hours. A study of representative drama from Aeschylus to Ibsen.
305. **Modern Dramatic Literature.** Credit, three hours. A study of representative drama from Isben to the present day.
306. **Literature of the English Renaissance.** Credit, three hours. The prose and poetry of the sixteenth and earlier seventeenth centuries, excluding the drama and Milton.
308. **Bible as Literature.** Credit, three hours. A study of the various types of literature found in the Bible.

313. **World Literature.** Credit, three hours. A study of the literature of Greece and Rome, in translation, and its influence on English culture.
314. **World Literature.** Credit, three hours. A study of medieval and modern literature in translation and its influence on English literature.
315. **The English Novel.** Credit, three hours. The course traces the development of the English novel through the works of major novelists of the eighteenth and nineteenth centuries.
316. **Victorian Literature.** Credit, three hours. A study of representative selections from the major poets and prose writers of the period. The thought content and literary form of the selections are emphasized. Attention is given to their reflection of the chief cultural and intellectual currents of the political and social history of the era.
317. **Romantic Literature.** Credit, three hours. A study of selections from the major writers of the English Romantic period. Attention is given to biography and intellectual and historical background, but the chief emphasis is placed on understanding and appreciating the selections.
321. **Eighteenth Century English Literature.** Credit, three hours. A study of selections from the principal writers of the period, including Dryden, Pope, Swift, Johnson, Gray, Cowper, and Burns. Some attention is given to biography and historical background.
360. **American Fiction.** Credit, three hours. The American novel and short story forms and their development in the nineteenth century are studied. Major writers—such as Hawthorne, Poe, Melville, Twain, and James—are given extensive treatment.
361. **American Poetry.** Credit, three hours. Major American poets of the nineteenth century—such as Poe, Whitman, Emerson, and Dickinson—are studied.
420. **The Contemporary Novel.** Credit, three hours. The course is an intensive study of the novel and its place in world literature since 1900 with emphasis on the works of European, English, and American writers.
425. **Elizabethan Drama.** Credit, three hours. This course involves a study of the predecessors and contemporaries of Shakespeare, and the evolution of the different genres of Elizabethan drama. It is designed as a companion course to Shakespeare 303.
430. **The Age of Chaucer.** Credit, three hours. **The Canterbury Tales, Troilus and Criseyde** and various other poems are studied. The language and the period as they are reflected by Chaucer are also treated.
435. **The Age of Milton.** Credit, three hours. A study of selections from Stuart and Commonwealth verse, Donne, and Milton, viewed against their literary and historical background. Chief emphasis is on Milton's lyric and epic poems.

441. **Independent Study in English.** Credit, one to three hours. See Independent Study Program. Prerequisite: six hours of advanced work in English. First and second semester.

JOURNALISM

Purposes: To introduce the student to the field of journalism; to provide practical guidance in understanding and producing the materials of the mass-communication media; and to train intelligent readers and writers.

Curriculum for a Minor in Journalism

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages and sociology, and Social Psychology 205 would also be helpful.

Required courses:

| | |
|--|-------|
| News writing 204 | 3 |
| Editing and Make-up 206 | 3 |
| News Story Types 305 | 3 |
| Feature and Editorial Writing 306 | 3 |
| Propaganda and Public Opinion 310 | 3 |
| | <hr/> |
| | 15 |
| Electives from the field of journalism | 6 |
| | <hr/> |
| Total | 21 |

All students taking a minor in journalism are expected to do practical work on the Shepherd College publications.

101. **Introduction to Journalism.** Credit, three hours. This is a general course designed to acquaint the student with the functions, aims, and effectiveness of the various agencies of mass communications, such as newspapers, radio and television, and magazines. The opportunities and duties of persons employed in mass communications are outlined.
204. **News Writing.** Credit, three hours. The principles of finding and shaping news material, the building of news story and news style, and actual practice in news writing are the major points of emphasis in the course.
206. **Editing and Make-up.** Credit, three hours. The concentration is on the fundamentals of editing, including rewriting, copyreading, headlining, proofreading, page make-up, and layout. The course will include practical work on the student publications.
301. **High School Journalism.** Credit, two hours. This course is designed to train high school teachers in the methods of directing high school publications. A study of editorial, news writing, feature writing, advertising and circulation problems of high school publications is made. Offered on demand, summer sessions.
305. **News Story Types.** Credit, three hours. Various news story types, such as personal, society, speech, interview, accident and disaster, illness, death, crime, political, weather and special occasion stories will be studied. The major emphasis will be on writing.
306. **Feature and Editorial Writing.** Credit, three hours. Half of the course will be a study of the writing and marketing of the feature story or article. The other half will be spent in studying the purpose, value, and content of the editorial.

310. **Propaganda and Public Opinion.** Credit, three hours. The student will study the social and psychological effects of propaganda, as well as methods of shaping news and news styles toward a reader's interest. Propaganda will be analyzed, and a study will be made of the ethics of newspaper propaganda and the newspaper as a social force.
327. **Radio Programming.** Credit, three hours. (See Speech 327.)
334. **Background of the News.** Credit, three hours. (See Political Science 334.)
370. **Principles of Advertising.** Credit, three hours. (See Business Administration 370.)
371. **Advertising Copy and Layout.** Credit, three hours. (See Business Administration 371.)

LIBRARY SCIENCE

Purposes: To train college students in all phases of librarianship; to train school librarians and teacher-librarians for service in elementary, junior and senior high schools; to provide future teachers an opportunity to acquire library skills which will enable them to direct pupils in the effective use of school libraries; to provide a foundation for graduate study in the field of librarianship.

Curriculum for a Minor or Teaching field in Library Science.

| Required courses | | 26 hours |
|---|--|----------|
| Backgrounds of Literature (Children's Literature) 202 | | 3 hours |
| Use of the Library and Library Materials 217 | | 2 hours |
| Book Selection 304 | | 4 hours |
| Reference and Bibliography 306 | | 3 hours |
| Cataloging and Classification 316 | | 4 hours |
| Library Practice 318 | | 3 hours |
| Library Organization and Administration 327 | | 3 hours |
| Repair and Binding of Books and Periodicals 220 | | 1 hour |
| Audio-Visual Aids 305 | | 3 hours |

202. **Backgrounds of Literature** (See Literature).
217. **Use of Library and Library Materials.** Credit, two hours. A course to acquaint students with the resources of the library, arrangement of the library, use of the card catalogue, various indexing services, dictionaries, encyclopedias, and other reference books. It is also designed to help the teacher make use of the library in the arrangement of everyday assignments. A prerequisite for students in library science to all other courses. First semester.
304. **Book Selection.** Credit four hours. The principles governing the building and maintaining of a book collection; the study of the basic aids in selection of materials for elementary, junior, and senior high school libraries and schools, evaluation of books by types, reading interests, reading problems, ordering of books and non-book materials. On demand.
305. **Audio-Visual Aids.** (See Education)
306. **Reference and Bibliography.** Credit, three hours. An introductory study of standard reference books with practical problems applied to reference work. Selection of basic reference books for school libraries. On demand.

316. **Cataloging and Classification.** Credit, four hours. An elementary course in classifying books according to the Dewey Decimal Classification system. Practical experience in classifying books and filing. An introduction to the techniques of cataloging. A miniature catalog is constructed. Also includes use of the printed cards and the adaptation to the use in the card catalog. On demand.
318. **Library Practice.** Credit, three hours. Ninety hours of practice work in an elementary or high school library. Offered each term, may be taken upon the completion of 15 hours of library science which includes these courses: 304, 217, 306, 316, 327. On demand.
327. **Library Organization and Administration.** Credit, three hours. This course consists of planning and organizing a school library, together with technical and mechanical processes involved. Attention is given to schedules, routines, library housing, student assistants, equipment and budgeting. On demand.
220. **Repair and Binding of Books and Periodicals.** Credit, one hour. Intended to give the student knowledge of the care, repair, and binding of printed materials and technical construction of the book. On demand.

MODERN LANGUAGES

Purposes: To introduce the student to the language, literature, and culture of France and Germany, and to give instruction in language for students preparing to teach.

French

Curriculum for a Minor in French

| | |
|--------------------------------------|----|
| Total hours required for a minor | 21 |
| Required courses, 6 hours: | |
| Elementary French 101, 102 | 6 |
| Electives, 15 hours: | |
| Intermediate French 203 | 3 |
| Intermediate French 204 | 3 |
| Survey of French Literature 303 | 3 |
| Survey of French Literature 304 | 3 |
| French Short Stories 305 | 3 |
| The French Novel 306 | 3 |
| Advanced Grammar and Composition 401 | 3 |
| Phonetics and Oral French 402 | 3 |
| French Civilization and Culture 404 | 3 |

Curriculum for Teaching Field in French

| | |
|---|----|
| Total hours required for a teaching field | 24 |
| Required courses, 21 hours: | |
| Elementary French 101, 102 | 6 |
| Intermediate French 203 | 3 |
| Intermediate French 204 | 3 |
| Survey of French Literature 303 | 3 |
| Survey of French Literature 304 | 3 |
| Phonetics and Oral French 402 | 3 |
| Electives, 3 hours: | |
| French Short Stories 305 | 3 |
| The French Novel 306 | 3 |
| French Civilization and Culture 404 | 3 |
| Great Works of French Literature 407 | 3 |

Two semester hours may be deducted for each high school unit—maximum deduction, 6 hours.

101. **Elementary French.** Credit, three hours. The study of grammar, pronunciation, composition, and graded readings in modern French prose, conversation. First semester.
102. **Elementary French.** Credit, three hours. A continuation of French 101. An extensive study of regular and irregular verbs, idioms, and the reading of French short stories. Second semester.
203. **Intermediate French.** Credit, three hours. Reviews of French grammar, verbs, and idioms; readings and short compositions based on these readings. First semester.
204. **Intermediate French.** Credit, three hours. A continuation of French 203. Grammar review is supplemented with reading of easy prose selections or short stories. Second semester.
303. **Survey of French Literature.** Credit, three hours. The chief periods, authors, and works of French literature from the Serments de Strasbourg to 1700. First semester.
304. **Survey of French Literature.** Credit, three hours. A continuation of French 303 with a stress on the major writers and literary movements from 1700 to the present day. Second semester.
305. **French Short Stories.** Credit, three hours. A consideration of the lives and works of eighteenth and nineteenth century short story writers, particularly Merimee, Daudet, and Maupassant.
306. **The French Novel.** Credit, three hours. A study of the novel in the eighteenth and nineteenth centuries. Reading of works by the leading writers of the Romantic, Realistic, and Naturalistic schools.
401. **Advanced Grammar and Composition.** Credit, three hours. A study of French idioms, grammar, and reading in modern French prose.
402. **Phonetics and Oral French.** Credit, three hours. The pronunciation of French vowels, diphthongs, consonants, words and word groups. Selections of prose and poetry are read to perfect articulation and intonation. Recommended for all teachers of French.
404. **French Civilization and Culture.** Credit, three hours. The formation of the French nationality. The geography, architecture, literature, art, music, science, education, and political administration of France.
407. **Great Works of French Literature.** Credit, three hours. The contribution to world thought and literature of outstanding French writers, such as Descartes, Corneille, Racine, Moliere, and Flaubert.

German

101. **Elementary German.** Credit, three hours. Pronunciation of German, study of grammar and vocabulary, and exercise in the written, read, and spoken language. First semester.
102. **Elementary German.** Credit, three hours. continuation of German 101. Extensive practice in reading, writing, and accurate translation. Second semester.
203. **Intermediate German.** Credit, three hours. Review of grammar, idioms, strong and irregular verbs. Reading and translation of German prose. First semester.
204. **Intermediate German.** Credit, three hours. Continuation of German 203 with emphasis on written German and translation. Second semester.

301. **Scientific German.** Credit, three hours. Primarily for science students.
302. **Scientific German.** Credit, three hours. Continuation of 301.
303. **Selections of German Literature.** Credit, three hours. Readings from the works of representative German writers.

RELIGION AND PHILOSOPHY

Religion

Purposes: To present studies in religion, primarily in the Judaeo-Christian tradition, which will aid students in understanding how religion has affected the history of the world and how it affects and reflects their own cultural milieu.

Philosophy

Purposes: To aid students in thinking critically, and to introduce them to major problems in philosophy through a study of the history and development of philosophical thought.

Curricula for a Minor in Religion and Philosophy

This minor combines studies in religion and philosophy. It is recommended to pre-theological students.* Two plans are offered so that the student may choose between a program which emphasizes religion (Program R) and one which emphasizes philosophy (Program P). Either requires 20 hours for the minor.

Program R

| | |
|---|--------|
| Total hours required for a minor | 20 |
| Biblical studies (satisfied by a or b) | 4 |
| a) Old Testament 308a and New Testament 308b | |
| b) Introduction to the Bible 101 and Contemporary Biblical Studies 204 | |
| Religions of the World 320 | 3 |
| Ethics 315 or Philosophy of Religion 304 | 3 |
| History of Philosophy 301, 302 | 6 |
| Seminar in Religion 402 | 1 or 2 |
| Elective | 2 or 3 |

Program P

| | |
|--|----|
| Total hours required for a minor | 20 |
| Introduction to the Bible 101 | 2 |
| Religions of the World 320 or Philosophy of Religion 304 | 3 |
| Ethics 315 or Seminar in Philosophy 401 | 3 |
| History of Philosophy 301, 302 | 6 |
| Current Socio-Religio-Philosophical Issues 333 | 3 |
| Elective | 3 |

*Pre-theological students are referred to the statements regarding pre-theological studies at Shepherd College which are included among the descriptions of various pre-professional courses of study.

101. **Introduction to the Bible.** Credit, two hours. This course will serve as an introductory survey of the Old and New Testaments in which emphasis will be upon the background, content, and transmission of the Bible. Students receiving credit for this course may not take 308a or 308b for credit. (Religion 204 is recommended as a complementary course.)

204. **Contemporary Biblical Studies.** Credit, two hours. The focus in this course will be on crucial points of present-day biblical interpretation. Special attention will be given to matters on which differences and agreements among leading Jewish, Roman Catholic, and Protestant thinkers are strongest.
303. **History of Christianity to 1525.** Credit, three hours. The history of Christianity from New Testament times to the Reformation will be studied. Emphasis will be on geographical spread, significant persons, philosophies, governments, and theological concerns.
- 308a. **Old Testament.** Credit, two hours. In this survey of the Old Testament, concentration will be on the history of the Hebrew covenant-community of people, their understanding of life in relation to God, and the literary forms in which they expressed this understanding.
- 308b. **New Testament.** Credit, two hours. The life and teachings of Jesus as described in the Gospels, the writings of Paul, and the contents of other New Testament books will be studied along with certain critical questions regarding authorship and interpretation of New Testament material.
320. **Religions of the World.** Credit, three hours. This survey examines the history and teachings of Hinduism, Buddhism, Islam, Judaism, and Christianity.
325. **Great Religious Books.** Credit, two hours. Selections from the Old Testament and New Testament, from St. Augustine and Luther, along with works by more recent Roman Catholic, Jewish, and Protestant writers will be read and discussed.
333. **Current Socio-Religio-Philosophical Issues.** Credit, three hours. The focus of this course will be on readings which reflect the interrelations between philosophy, literature, science, religion, and politics. The point of departure for these considerations will be books such as Whyte's **The Organization Man**, Butterfield's **Christianity, Diplomacy and War**, Niebuhr's **Christ and Culture**, and Huxley's **Brave New World**. Included also will be outside readings and class discussions.
402. **Seminar in Religion.** Credit arranged. A topic in religion will be selected in accordance with the needs and interests of the students enrolled in the seminar. Offered on demand.

Related courses:

308. **Bible as Literature.** (See Literature.)

Courses In Philosophy

101. **Introduction to Philosophy.** Credit, three hours. This course involves an introductory consideration of language, meaning, and inference; of knowledge, truth, and certainty; of types (schools) of philosophy; of arguments for the existence of God; and of values.
301. **History of Philosophy (ancient and medieval).** Credit, three hours. The history of thought from the pre-Socratic philosophers to the sixteenth century revival of sceptical philosophy will be studied.
302. **History of Philosophy (early modern and modern).** Credit, three hours. This course continues the 301 survey of the history of thought, tracing it from Montaigne to the present day. It may be taken as a separate unit of study apart from 301.

304. **Philosophy of Religion.** Credit, three hours. In this course, an analysis will be made of certain elements of religious thought. Problems of religious language, knowledge and faith, the existence of God, and evil will be examined from various religious perspectives.
315. **Ethics.** Credit, three hours. Moral choice as considered by representatives of various philosophical traditions and as viewed within the context of Christian faith will be studied.
322. **Philosophy of History.** Credit, three hours. Focusing on readings from Niebuhr, Beard, Toynbee, Butterfield, Collingwood, and others, this course will consider philosophical issues related to historical "facts", explanation and interpretation.
401. **Seminar in Philosophy.** Credit arranged. A topic in philosophy will be selected in accordance with the needs and interests of the students enrolled in the seminar. Offered on demand.

Related courses:

315. **History of Political Theory.** (See Political Science.)
334. **Background of the News.** (See Political Science.)

SPEECH, DRAMA, RADIO

Purposes: To provide an opportunity for students to develop an understanding and appreciation of speech, drama, and radio as part of general education; to train students for educational and community situations; to give prospective graduate students a foundation for later study and research; to provide an opportunity for students to participate in speech, drama, and radio as a recreational-cultural activity.

Curriculum for a Major in Speech and Drama and a Teaching Field in Speech

Total hours required for a major and for a teaching field 33

Required courses, 27 hours:

| | |
|--|---|
| Voice and Diction 200 | 3 |
| Fundamentals of Speech 202 | 3 |
| Elements of Dramatic Production 204 | 3 |
| Public Speaking 205 or Persuasive Speaking 300 | 3 |
| Play Direction 309 or Direction 311 | 3 |
| Argumentation and Debate 320 | 3 |
| Oral Interpretation of Literature 323 | 3 |
| Speech Correction 330 | 3 |
| History of the Theater 341 | 3 |

Electives, 6 hours:

3 hours selected from speech or drama courses, and 3 hours selected from radio. Electives to be approved by major professor.

Curriculum for a Minor in Speech and Drama

Total hours required for a minor 24

Required courses, 18 hours:

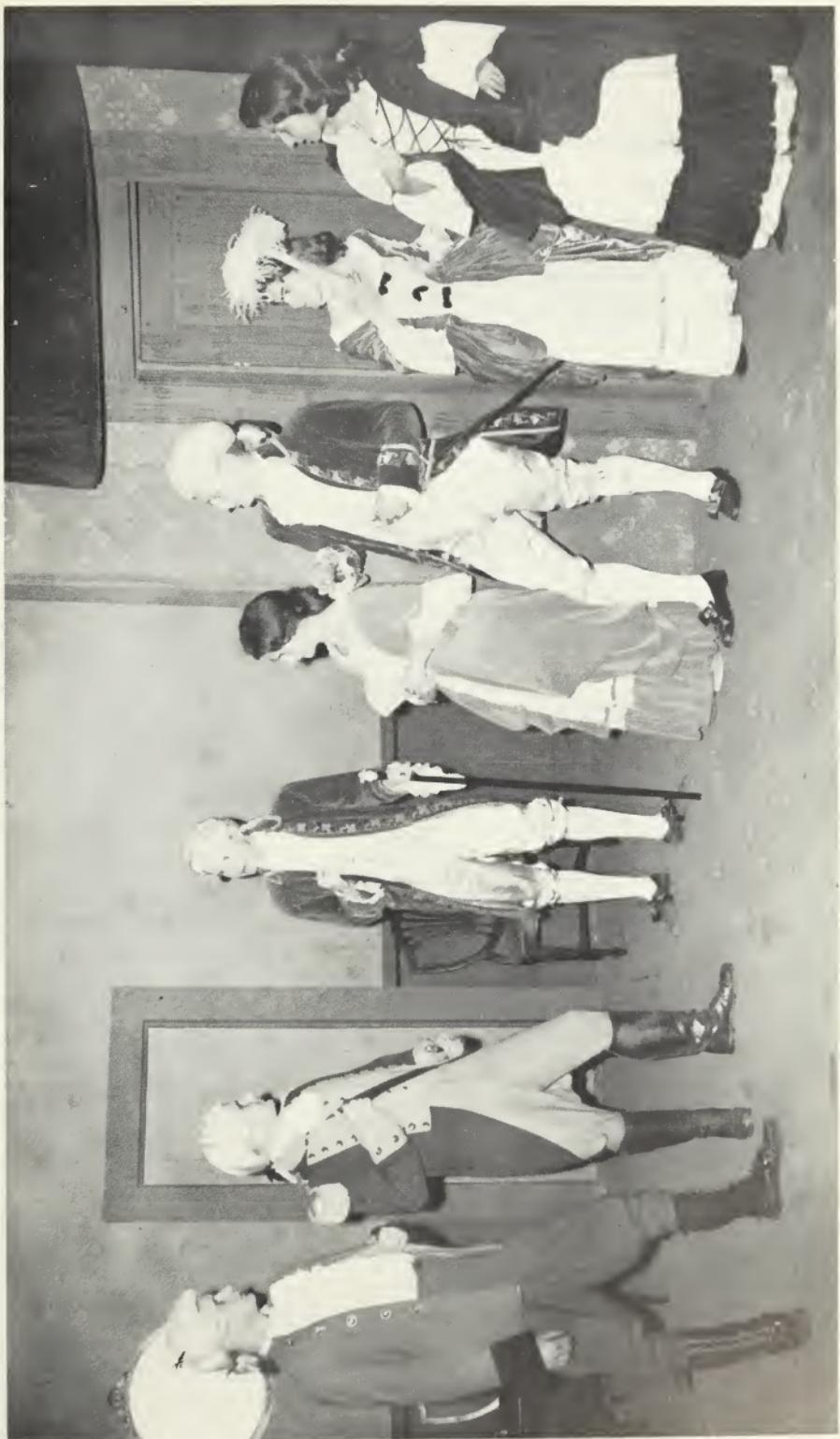
| | |
|--|---|
| Voice and Diction 200 | 3 |
| Elements of Dramatic Production 204 | 3 |
| Public Speaking 205 or Persuasive Speaking 300 | 3 |
| Play Direction 309 or Direction 311 | 3 |
| Oral Interpretation of Literature 323 | 3 |
| Speech Correction 330 | 3 |

Electives, 6 hours:

- 3 hours selected from speech or drama courses, and 3 hours selected from radio. Electives to be approved by major professor.
- 200. **Voice and Diction.** Credit, three hours. This course employs phonetics and tape recordings to improve voice quality and reading and speaking ability.
 - 202. **Fundamentals of Speech.** Credit, three hours. This course involves the study of a number of basic problems in the field of speech. Both theory and practice are utilized to acquaint the student with these fundamentals.
 - 203. **Play Acting.** Credit, three hours. Basic principles in acting stressed. Practice in acting and group rehearsal correlated with college theater productions.
 - 204. **Elements of Dramatic Production.** Credit, three hours. Staging, scene design, lighting, make-up, costume, play and cast selection, acting, direction, and theater management.
 - 205. **Public Speaking.** Credit, three hours. A course in the preparation and delivery of speeches. Designed to develop assurance in public appearance, and give practice in organization and presentation of material to fit specific audiences and various occasions. The course includes training in voice, enunciation, and pronunciation.
 - 208. **Theater Practice.** Credit, three hours. A detailed study of lighting techniques and practices, make-up and costuming. Practical experience is gained by working with college theater productions.
 - 211. **Introduction to Radio.** Credit, three hours. This course is designed to acquaint the student with the field of radio, both theoretical and practical. As a basic survey course, it can prepare the student for advanced work in the field.
 - 213. **Radio Announcing.** Credit, three hours. Theory and practice of microphone techniques with varied experiences over the college radio facilities. Particular emphasis is placed on voice training for radio announcing. It is suggested that the student take 211 as background for this course.
 - 246. **Stagecraft and Scene Design.** Credit, three hours. A study of the technical elements in play production. Scene design, scene construction, scene painting and staging are the areas stressed. Practical experience is gained by working with college theater productions.
 - 300. **Persuasive Speaking.** Credit, three hours. Techniques of persuasion in all forms of oral communication are analyzed. Logic, reasoning, fallacy, evidence, propaganda, proof, statistics, and refutation are specific matters discussed.
 - 309. **Play Direction.** Credit, three hours. Theory of stage direction and a survey of practical phases of production. Each student is required to prepare a complete production script of a one-act play for presentation in the college theater.
 - 311. **Direction.** Credit, three hours. Further practice and experience in play directing. Each student is required to prepare a complete production script of a one-act play for presentation in assembly or evening performance.
 - 312. **Acting.** Credit, three hours. Practice and experience in creating and sustaining roles in plays of various types, styles and periods. Credit for acting in departmental production.

315. **Advanced Public Speaking.** Credit, three hours. A course designed to further develop the areas of fundamentals of public speaking. Emphasis placed on organization and presentation of materials. It is suggested that the student take Speech 205 as a background for this course
320. **Argumentation and Debate.** Credit, three hours. A study of logic and reasoning as they apply to argumentation and debate. Also a study of debate forms and techniques.
323. **Oral Interpretation of Literature.** Credit, three hours. Study in the theory and practice of deriving the meaning from prose and poetry and expressing these works effectively.
327. **Radio Programming.** Credit, three hours. A study of the problems involved in producing news and special programs from studio, remote control points, and by transcription.
329. **Educational Broadcasting.** Credit, three hours. A course in the administration, liaison, planning, production, direction, and utilization of educational broadcasting.
330. **Speech Correction.** Credit, three hours. An introduction to the study of speech disorders, elementary and fundamental diagnosis and rehabilitation of persons with defective speech.
341. **History of the Theater.** Credit, three hours. The development of the theater with special attention to period theaters and theatrical styles which influence modern stage presentations.
415. **Independent Study in Speech and Drama.** Credit, one to three hours. Designed for those students interested in speech and drama who desire to do independent study in some special field. See Independent Study Program. Prerequisite: six hours of advanced work in speech or drama. First and second semester.

Historic Shepherdstown Bicentennial Play—"The Contrast".



DIVISION OF THE SOCIAL SCIENCES

Dr. Scarborough, **Chairman**, Dr. Bushong, Mr. Hafer, Dr. Klug,
Mr. Lowe and Mr. Ward

ECONOMICS

Purpose: To develop a total comprehension of the manifold problems of our economic system and of the other systems of the world.

Curriculum for a Major in Economics

| | |
|--|----|
| Total hours required for a major | 36 |
| Required courses, 30 hours: | |
| Principles of Economics 205 | 3 |
| Economic Problems 206 | 3 |
| Introductory Accounting 101 | 3 |
| Introductory Accounting 102 | 3 |
| Money and Banking 305 | 3 |
| Business Cycles 319 | 3 |
| Labor Problems 321 | 3 |
| Development of Economic Thought 304 | 3 |
| Business Statistics 314 | 3 |
| Public Finance 310 | 3 |
| Comparative Economic Systems 315 | 3 |
| Electives, 3 hours (Selected from the economics and/or business administration curriculum with the consent of the adviser) | 3 |

Curriculum for a Minor in Economics

| | |
|---|----|
| Total hours required for a minor | 30 |
| Principles of Economics 205 | 3 |
| Economic Problems 206 | 3 |
| Introductory Accounting 101 | 3 |
| Introductory Accounting 102 | 3 |
| Money and Banking 305 | 3 |
| Business Cycles 319 | 3 |
| Labor Problems 321 | 3 |
| Development of Economic Thought 304 | 3 |
| Public Finance 310 | 3 |
| Comparative Economic Systems 315 | 3 |

All economics majors must have minor approved by the chairman of the Business Administration Division or Social Science Division.

101. **Introductory Accounting.** Credit, three hours. (See Business Administration.)
102. **Introductory Accounting.** Credit, three hours. (See Business Administration.)
205. **Principles of Economics.** Credit, three hours. A study of our economic system and its problems. First semester.
206. **Economic Problems.** Credit, three hours. Practical problems of economic production, distribution and consumption. Prerequisite: Economics 205. Second semester.
301. **Intermediate Economic Analysis.** Credit, three hours. General economic theory is examined with emphasis on price, distribution and monopoly theories. Prerequisites: Economics 205 and 206.
305. **Money and Banking.** Credit, three hours. A study of our banking system and an analysis of the fiscal policy. Prerequisites: Economics 205 and 206. Second semester.

310. **Public Finance.** (See Business Administration.)
311. **Economic History of the United States.** Credit, three hours. Economic growth and development of the United States. Prerequisites: Economics 205 and 206. First semester.
314. **Business Statistics.** Credit, three hours. (See Business Administration.)
315. **Comparative Economic Systems.** Credit, three hours. Historical development of various types of suggested economic reforms. Growth and analysis of communism, socialism, fascism, and modified capitalism. Prerequisites: Economics 205, 206 and 304. First semester.
316. **Economics of Industry.** Credit, three hours. Economic conditions in metal industries, nonmetallic industries, chemical process industries, textiles, and food industries. Prerequisites: Economics 205 and 206.
319. **Business Cycles.** Credit, three hours. Economic fluctuations—their causes and possible remedies. Prerequisites: Economics 205 and 206. First semester.
321. **Labor Problems.** Credit, three hours. (See Business Administration.)
410. **Seminar in Economic Development.** Credit, three hours. The historical and theoretical analysis of the major factors which influence economic development. This course is available to students who have manifested mature development in the economics area.

GEOGRAPHY

Purposes: To develop a wide understanding of the people of the world and to give an understanding of the effects of geographic influences upon them.

Curriculum for a Minor in Geography

| | |
|----------------------------------|----|
| Total hours required for a minor | 24 |
|----------------------------------|----|

Required courses, 21 hours:

| | |
|-----------------------------------|---|
| Principles of World Geography 101 | 3 |
| Geography of Europe 201 | 3 |
| World Economic Geography 301 | 3 |
| World Political Geography 302 | 3 |
| Geology 206 or 207 | 3 |
| Geography of North America 402 | 3 |
| Geography of Asia and Africa 406 | 3 |

Electives, 3 hours (selected with consent of the adviser)

101. **Principles of World Geography.** Credit, three hours. A study of earth-sun relationships, effects of relief, climate, and man-made environment. First semester.
201. **Geography of Europe.** Credit, two to three hours. A course on the physical regions, distribution of population, resources, and production of Europe. On demand.
301. **World Economic Geography.** Credit, three hours. A study of products of regions and world trade in foods, metals, and manufactured products. Second semester.
302. **World Political Geography.** Credit, three hours. A study of people and problems of the world as influenced by geographic factors; political problems of the leading countries in relation to natural environment; current trouble spots of the world. First semester.
402. **Geography of North America.** Credit, three hours. An intensive study of the physical regions of North America; distribution of population; resources and production. On demand.

HISTORY

Purposes: To give some idea of how the civilizations of the world developed and to produce intelligent and responsible citizens.

Curriculum for a Major in History

Total hours required for a major (in addition to general requirements)..... 30

Required courses, 18 hours: (in addition to general requirements)

| | |
|---|---|
| American History 201, 202 | 6 |
| American Federal Government 101 | 3 |
| Modern European 333 | 3 |
| American History 312 or World History 404 | 3 |
| History of Russia 412 or The Far East 420 | 3 |

Electives, 15 hours:

| | |
|---|---|
| The American Civil War 304 | 2 |
| American History Since 1900, 312 | 3 |
| Ancient Civilization 331 | 3 |
| Medieval History 332 | 3 |
| Diplomatic History of the United States 402 | 3 |
| World History Since 1919, 404 | 3 |
| Latin American History 411 | 3 |
| Constitutional Law 401 | 3 |
| History of England 405 | 3 |
| U. S. Foreign Policy 406 | 3 |
| History of Christianity 303 | 3 |

Curriculum for a Minor in History

Total hours required for a minor (in addition to general requirements)..... 24

Required courses, 15 hours: (in addition to general requirements)

| | |
|---|---|
| American History 201, 202 | 6 |
| American Federal Government 101 | 3 |
| Modern European 333 | 3 |
| American History 312 or World History 404 | 3 |

Electives, 9 hours (selected from upper division courses in history)

Curriculum for Teaching Field in Social Studies

Total, 24 hours (in addition to general requirements)

Required courses:

| | |
|---|---|
| West Virginia History, Geography and Government 209 | 3 |
| Principles of Economics 205 | 3 |
| Principles of World Geography 101 | 3 |
| American History 201, 202 | 6 |
| American Federal Government 101 | 3 |
| European History 333 | 3 |
| History of Russia 412 or The Far East 420 | 3 |

101. **Development of Social Institutions.** Credit, three hours. A survey of world history with emphasis on the origin and development of those ideals and institutions which have influenced present-day civilization, beginning with prehistoric man and continuing to the end of the sixteenth century. First semester.

102. **Development of Social Institutions.** Credit, three hours. A continuation of 101. Second semester.
201. **Early American History.** Credit, three hours. American history and the development of democracy from 1492 to 1865. First semester.
202. **Later American History.** Credit, three hours. American history from 1865 to the present. Emphasis is placed upon the aftermath of Reconstruction and the new social, political, and economic issues as they bear upon the history of the present. Second semester.
209. **West Virginia History, Geography and Government.** Credit, three hours. The Westward expansion across the mountains, the conflict between the Atlantic seaboard area and the West, the attainment of statehood, and present problems of the state. It includes a study of the rivers, mountains, transportation, industries, and economic problems. First semester.
303. **History of Christianity.** (See Religion and Philosophy.)
304. **The American Civil War.** Credit, three hours. A study of the events leading up to the Civil War, the war itself, and the immediate aftermath. The emphasis in the course is placed on the period between 1860 and 1865. Prerequisite: History 201 or its equivalent.
311. **Economic History of the United States.** (See Economics.)
312. **American History Since 1900.** Credit, three hours. Begins with the problems of the Theodore Roosevelt administration and continues to the present.
331. **Ancient Civilization.** Credit, three hours. Primitive customs and thought, ancient civilizations, Greek art and philosophy, the Roman empire, barbarian invasions, and contributions of early peoples. On demand.
332. **Medieval History.** Credit, three hours. Early development of the church, Moslem expansion, feudalism, the Crusades, the Renaissance, the Reformation, wars of religion, and nationalism. On demand.
333. **Modern European History.** Credit, three hours. The political, economic, and intellectual achievements of Europe from the seventeenth century to the present, with considerable emphasis on current national and international problems. On demand.
402. **Diplomatic History of the United States.** Credit, three hours. A survey of the development of the foreign policy of the United States from colonial times to the present.
404. **World History Since 1919.** Credit, three hours. Begins with the results of World War I and continues to the present. On demand.
405. **History of England.** Credit, three hours. A survey of English civilization: political, economic, social and cultural developments. Attention is given to British imperial history, to the emergence of the Commonwealth of Nations, foreign policy, and present-day problems. On demand.
406. **Introduction to U. S. Foreign Policy** (See Political Science.)
411. **Latin American History.** Credit, three hours. The colonial period, the independence movement, rise of national states, national and international developments to the present. On demand.
412. **History of Russia.** Credit, three hours. A study of Russia and its expansion from the Muscovite principality to the empire of the 20th century. Special emphasis is placed on the internal political, social, economic, and cultural development since 1917, and the international relations of the Soviet Union today. On demand.

413. **Independent Study.** Credit, one to three hours. An opportunity for independent study by advanced students. The applicant must be a junior or senior with not less than a 3.0 average. Each applicant must be recommended by the instructor involved and approved by the chairman of the division. Included in this course are methodology, historiography, and considerable work with source materials.
420. **History of the Far East.** Credit, three hours. Historical interpretation of the role of Eastern Asia with attention to the rise of Japanese, Chinese nationalism, Western imperialism, the World Wars, and the post-war era. On demand.
421. **Study Tour of Europe.** Credit, six hours. A field trip which includes most of the countries of Western Europe: Holland, Belgium, France, Italy, Switzerland, Germany, England, and others when possible. Summer session. On demand.
422. **Round-the-World Tour.** Credit, six hours. Summer session. On demand.
423. **Latin American Tour.** Credit, three hours. Summer session. On demand.

POLITICAL SCIENCE

Purposes: To develop an understanding of the privileges and responsibilities of citizenship, and of the structure and operation of governments. Particular emphasis is placed on the impact of recent scientific developments on our political, social, and economic institutions. Special attention is given to the preparation of students for careers in law, the foreign service, graduate work and research, and for all aspects of governmental employment.

The Department of Political Science is fortunate in that the national capital is less than a two-hour drive from the college. In this connection considerable time and effort have been devoted to the organization of programs which will provide students with practical, first-hand training, and with numerous opportunities to visit Washington, in order to observe the federal government in operation.

Curriculum for a Major in Political Science

Total hours required for a major 30

Required courses, 27 hours

| | |
|--|---|
| American Federal Government 101 | 3 |
| State and Local Government 102 | 3 |
| Political Parties 310 | 3 |
| Constitutional Law 401 | 3 |
| World Government and Politics 405 | 3 |
| History of Political Theory 315 | 3 |
| Recent and Contemporary Political Theory 316 | 3 |
| *Public Finance 306 | 3 |
| Comparative Governments 325 | 3 |

Electives, 3 hours:

| | |
|---|---|
| Background of the News 334 | 3 |
| Diplomatic History of the United States 402 | 3 |
| Business Law 312 | 3 |
| World Political Geography 305 | 3 |
| Government and Business 300 | 3 |
| Introduction to U. S. Foreign Policy 406 | 3 |
| American Defense Policy 408 | 3 |

Curriculum for a Minor in Political Science

Required courses, 21 hours:

| | |
|---------------------------------|---|
| American Federal Government 101 | 3 |
| Political Parties 310 | 3 |

| | |
|--|---|
| *Public Finance 306 | 3 |
| History of Political Theory 315 | 3 |
| Recent and Contemporary Political Theory 316 | 3 |
| Constitutional Law 401 | 3 |
| World Government and Politics 405 | 3 |

*Because of the prerequisites for Public Finance, students who plan to major in political science should begin their work in economics no later than the first semester of the sophomore year.

101. **American Federal Government.** Credit, three hours. A study of the functions and administration of the government of the United States. First semester.
102. **State and Local Government.** Credit, three hours. A study of the functions and administration of the government on the state and county levels. Second semester.
300. **Government and Business.** (See Business Administration.)
302. **World Political Geography.** (See Geography.)
306. **Public Finance.** Credit, three hours. General survey of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes, and of government debt policies. First semester. Prerequisites: Economics 205, 206, and 305.
310. **Political Parties.** Credit, three hours. A study of the nature, growth and methods of political parties, and the conduct of elections. Second semester.
312. **Business Law.** Credit, three hours. (See Business Administration.)
315. **Early Political Theory.** Credit, three hours. A general survey of leading theories from ancient times to the present. Includes an opportunity to study the influence of political and social ideas upon the fundamental institutions of modern societies. First semester.
316. **Recent and Contemporary Theory.** Credit, three hours. The recent schools of political thought are presented with particular emphasis on the basic ideologies of the contemporary period. Second semester.
325. **Comparative Governments.** Credit, three hours. A comparative study of modern political institutions with particular attention to European government and politics. Second semester.
334. **Background of the News.** Credit, three hours. National and world problems are analyzed with reference to the conflict between pressure groups at the national level and ideologies at the international level. Particular attention is paid to the nature of the agencies of communication. (This course was formerly Current Affairs 334.) First semester.
401. **Constitutional Law.** Credit, three hours. Development of the American constitutional system and its workings. The relationship of the constitution to present political, social, and economic problems. First semester.
402. **Diplomatic History of the United States.** (See History.)
405. **World Government and Politics.** Credit, three hours. A study of international affairs in which an examination is made of the motives underlying the principal forces and influences in world affairs. The post-war international organization and international law receive special attention. Second semester.
406. **Introduction to U. S. Foreign Policy.** Credit, three hours. A survey of the historical background of U. S. foreign policy with emphasis on the post-World-War II period. Close attention will be directed toward the current U. S. organizational structure for its formulation, implementation, and an analysis of current policy content. Second semester.

407. **Introduction to International Law.** Credit, three hours. A survey of the nature, sources, and development of international law. Study of substantive elements through case studies will be stressed. First semester.
408. **American Defense Policy.** Credit, three hours. An examination of the historical development and current influences of U. S. military policy on U. S. foreign policy and international relations. Existing defense organizational structure and its relationship to other major federal agencies in the formulation and implementation of U. S. foreign policy will be analyzed. Second semester.
413. **Techniques of Research.** Credit, three hours. An opportunity for independent study and preparation for graduate work. Included are methodology, historiography, and extensive work with source materials.

Note: On occasion it becomes necessary to alter the above order of course presentation. The student should consult with the faculty member responsible for the course to ascertain whether such alteration is contemplated and, if so, whether or not it will affect his or her schedule.

The Washington Semester

Each year students who have excelled academically and who have demonstrated leadership potential are given the opportunity to take part in a program offered jointly by Shepherd College and the American University in Washington, D. C.

Juniors and first-semester seniors of top academic standing will spend one semester in Washington doing research in federal agencies and taking part in seminars led by outstanding personalities in the area of government and politics. At the end of this semester the students return to Shepherd College to complete their education. In this way the benefits of the Washington Semester experience are not restricted to the students who go to the American University, but are shared with classmates and instructors when the students return to Shepherd College.

While in Washington the students will divide their time among four activities which constitute the program:

- A. **The Seminar.** Three times a week experts in various aspects of governmental and political activity are brought in to serve as seminar leaders for the Washington Semester group. Students are given the opportunity to question the speakers. Recent seminar leaders have included Senator Margaret Chase Smith of Maine and Justice Sherman Minton of the United States Supreme Court.
- B. **The Project.** In connection with his individual project, the student spends a great deal of his working day interviewing federal officials and studying official records. This extended period of research in an area of his choosing enables him to make the acquaintance of men who are directing activities, one of which may later become his lifework.
- C. **The Classes.** Each student will enroll for six to nine hours of credit in classes offered by American University. These classes are taught by specialists in areas such as administration, foreign relations, and public finance. At the conclusion of the semester, these credits will be transferred to Shepherd College and will be counted toward the students' degrees.
- D. **Special Activities.** The student is encouraged to take advantage of the many cultural opportunities provided by life in the nation's capital.

Students desiring to learn more about the program should consult with Dr. H. V. Klug, director of the Washington Semester.

SOCIOLOGY

Purposes: To give a world-wide view of human groups and their relationships, and to give an understanding of intelligent cooperation which is essential for better living.

Curriculum for a Minor in Sociology

| | |
|---|----|
| Total hours required for a minor | 24 |
| Required courses in sociology 18 hours: | |
| Fundamental Social Problems 211, 212 | 6 |
| General Sociology, 203, 204 | 6 |
| The Family 303 | 3 |
| Population Problems 307 | 3 |
| Electives | 6 |

- 203. **General Sociology.** Credit, three hours. Origin and development of groups, and social changes. Readings and reports. First semester.
- 204. **General Sociology.** Credit, three hours. Study of social institutions. Second semester.
- 211. **Fundamental Social Problems.** Credit, three hours. A study of current social, economic, geographic, religious, governmental, and other world problems vitally affecting the lives of people. First semester.
- 212. **Fundamental Social Problems.** Credit, three hours. A continuation of 211. Second semester.
- 303. **The Family.** Credit, two or three hours. A short history of types of families, the problems of mate selection, and a study of orderly family living. Second semester.
- 307. **Population Problems.** Credit, three hours. A study of the theories of population, the interdependence of the peoples of the world, and population as a factor in the analysis of social problems. On demand.
- 310. **Educational Sociology.** Credit, three hours. A study of the sociological contributions of education to society.
- 401. **Industrial Sociology.** Credit, three hours. Industrial, business and other work units as social systems; the sociology of human relations as a study of people in this world of work. Prerequisites: Sociology 203 or 204; or Sociology 211 or 212 and Junior or Senior standing.



A College Class in Social Science

DIVISION OF SCIENCE AND MATHEMATICS

Mr. Harris, **Chairman**, Dr. Atherton, Dr. Bell, Dr. Bodola, Dr. Goulding,
Mr. Carper, Miss Gardiner, Mr. Mason, Dr. Simpson and Mr. Smith

BIOLOGY

Purpose: The courses in biology are intended to acquaint the student with the living world around him and with the fundamental life processes; to demonstrate scientific methods of approach to problem solutions; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in botany, zoology, and related fields; to train students as teachers of biology; and to give pre-professional training in such fields as medicine, chemistry, and other related fields.

Curriculum for a Major in Biology

| | |
|---|----|
| Total hours in biology required for a major | 30 |
|---|----|

Required biology courses, 22 hours:

| | |
|--|---|
| General Botany 208 | 4 |
| General Zoology 209 | 4 |
| Plant Taxonomy 321 | 3 |
| Comparative Anatomy 332 | 4 |
| Embryology 406 or Histology 401 | 4 |
| Plant Pathology 310 or Plant Anatomy 300 | 3 |

Elect a minimum of eight hours from the courses listed below with at least one course from the plant sciences and one from the animal sciences. The student should consult his adviser on these courses.

Electives:

| | |
|-----------------------------|---|
| Ornithology 301 | 3 |
| Bacteriology 302 | 4 |
| Entomology 303 | 3 |
| Field Zoology 312 | 3 |
| Plant Ecology 320 | 3 |
| Genetics 344 | 3 |
| Histological Techniques 402 | 3 |
| Parasitology 404 | 3 |
| Plant Physiology 410 | 3 |

Required related courses:

| | |
|-------------------------------------|---|
| General Chemistry 101 or equivalent | 4 |
| General Chemistry 102 or equivalent | 4 |

Curriculum for a Minor in Biology

| | |
|----------------------------------|----|
| Total hours required for a minor | 26 |
|----------------------------------|----|

Required biology courses, 22 hours:

| | |
|--|---|
| General Botany 208 | 4 |
| General Zoology 209 | 4 |
| Plant Taxonomy 321 | 3 |
| Comparative Anatomy 332 | 4 |
| Embryology 406 or Histology 401 | 4 |
| Plant Pathology 310 or Plant Anatomy 300 | 3 |

Elect a minimum of four hours from courses listed: The student should consult his adviser on these courses.

Electives:

| | | |
|-------------------------|-----|---|
| Ornithology | 301 | 3 |
| Bacteriology | 302 | 4 |
| Entomology | 303 | 3 |
| Field Zoology | 312 | 3 |
| Plant Ecology | 320 | 3 |
| Genetics | 344 | 3 |
| Histological Techniques | 402 | 3 |
| Parasitology | 404 | 3 |
| Plant Physiology | 410 | 3 |

Required related courses:

| | |
|-------------------------------------|---|
| General Chemistry 101 or equivalent | 4 |
| General Chemistry 102 or equivalent | 4 |

Curriculum for a Teaching Field in Biological Science

Total hours required for a teaching field 30

Required biology courses, 22 hours:

| | | |
|---------------------|--------------------------|---|
| General Botany | 208 | 4 |
| General Zoology | 209 | 4 |
| Plant Taxonomy | 321 | 3 |
| Comparative Anatomy | 332 | 4 |
| Embryology | 406 or Histology 401 | 4 |
| Plant Pathology | 310 or Plant Anatomy 300 | 3 |

Elect a minimum of eight hours from courses listed: The student should consult his adviser on these courses.

Electives:

| | | |
|------------------------------|-----|---|
| Ornithology | 301 | 3 |
| Bacteriology | 302 | 4 |
| Entomology | 303 | 3 |
| Field Zoology | 312 | 3 |
| Plant Ecology | 320 | 3 |
| Genetics | 344 | 3 |
| Histological Techniques | 402 | 3 |
| Parasitology | 404 | 3 |
| Plant Physiology | 410 | 3 |
| Human Anatomy and Physiology | 307 | 3 |

Required related courses:

| | |
|-------------------------------------|---|
| General Chemistry 101 or equivalent | 4 |
| General Chemistry 102 or equivalent | 4 |

Curriculum for a Teaching Field in Biological and General Science

Total hours required for a teaching field 36

Required courses, 31 hours:

| | | |
|---------------------|-----|---|
| General Chemistry | 101 | 4 |
| General Chemistry | 102 | 4 |
| General Botany | 208 | 4 |
| General Zoology | 209 | 4 |
| Plant Taxonomy | 321 | 3 |
| Comparative Anatomy | 332 | 4 |
| General Physics | 211 | 4 |
| General Physics | 212 | 4 |

Select two courses from the following:

| | | |
|--------------------|-----|---|
| General Astronomy | 101 | 3 |
| Physical Geology | 206 | 3 |
| Historical Geology | 207 | 3 |
| Earth Science | 305 | 3 |

Select one course from the following:

| | |
|-----------------------------|---|
| Plant Physiology 410 | 3 |
| Bacteriology 302 | 4 |
| Entomology 303 | 3 |
| Plant Pathology 310 | 3 |
| Plant Ecology 320 | 3 |
| Plant Taxonomy 321 | 3 |
| Genetics 344 | 3 |
| Histology 401 | 4 |
| Histological Techniques 402 | 3 |
| Embryology 406 | 4 |
| Parasitology 404 | 3 |
| Field Zoology 312 | 3 |
| Plant Anatomy 300 | 3 |

The following courses should be taken by students in elementary education who are interested in a minor teaching field in science:

Required:

| | |
|--------------------------------|---|
| General Biological Science 101 | 4 |
| General Biological Science 102 | 4 |
| General Physical Science 103 | 4 |
| General Physical Science 104 | 4 |

Select at least one from each of the following groups:

Group I

| | |
|--------------------|---|
| Plant Taxonomy 321 | 3 |
| Ornithology 301 | 3 |
| Entomology 303 | 3 |

Group II

| | |
|------------------------|---|
| Earth Science 305 | 3 |
| Physical Geology 206 | 3 |
| Historical Geology 207 | 3 |
| General Astronomy 101 | 3 |

101. **General Biological Science.** Credit, four hours. For the student who will take no further biology beyond this course and Biology 102. The course deals with the basic values of biology in relation to civilization and modern culture. The course considers the organization and functions of living organisms in general as well as the relationship between these organisms and the connection with their physical environment, but emphasis throughout is placed on the importance of the human being and his relationships with other organisms. The laboratories are to serve the purpose of further clarifying problems. First semester and summer.

102. **General Biological Science.** Credit, four hours. A continuation of Biology 101. Second semester and summer.

208. **General Botany.** Credit, four hours. Providing a broad understanding of the general principles of botany through a study of the structure, function, development and life histories of plant life. First semester.
209. **General Zoology.** Credit, four hours. Providing a broad understanding of the general principles of zoology through a study of the structures, functions, development and life histories of animals. Second semester.
300. **Plant Anatomy.** Credit, three hours. Seed plants: cells, tissue, organs; and stem, root, and leaf structure; stelar anatomy in relation to evolution of higher plants. Second semester.
301. **Ornithology.** Credit, three hours. The anatomy, physiology, behavior and taxonomy of birds will be considered in lectures, while in the field, an understanding of birds based upon sight, song, flight, nesting habits and ecology will be the approach. Prerequisite: General Biology or its equivalent. The time allotted for this course will be about equally divided between lectures and field work. A number of extended field trips will be scheduled beyond the hours allotted for this course. These trips will be worked out at the convenience of all concerned. Summer, on demand.
302. **Bacteriology.** Credit, four hours. Introducing the student to the general principles and techniques of bacteriology, with attention to the microorganisms of air, water, milk, soils, and to the relation of such organisms to health and disease in plants and animals, to domestic science, agriculture and the industries. Prerequisites: at least six hours of biology, or zoology. First semester. Odd years.
303. **Entomology.** Credit, three hours. A study of insects in general with emphasis on their importance to agriculture, domestic science and medicine. Prerequisite: Biology 209 or equivalent. Summer. On demand.
307. **Human Anatomy and Physiology.** Credit, three hours. A lecture course which familiarizes the student with the vital processes of the human organism and with the anatomical structures involved. It is designed to aid those planning to teach biology or physical education in the secondary schools. Pre-requisite: General Zoology or its equivalent. Each semester.
308. **Human Anatomy.** Credit, one hour. A laboratory course which familiarizes the student with anatomical structures of the human body and the vital processes involving them. It is designed for those who plan to teach physical education. Open to physical education students only. Prerequisite: General Zoology or its equivalent. Not open for credit to those who have had or will be taking Biology 332. Each semester.
309. **Conservation.** Credit, two hours. A general survey course with emphasis on the broad aspects of national conservation problems and local applications of conservation measures. On demand.
310. **Plant Pathology.** Credit, three hours. The nature and cause of diseases in plants with practice in laboratory technique and methods of investigation. Second semester. First semester.
312. **Field Zoology.** Credit, three hours. A study of the vertebrate animal life of the Eastern Panhandle and associated areas. Collecting and observation field trips will enable the student to better understand the interrelationship of various forms of animal life and their plant environment. Summers. On demand.

320. **Plant Ecology.** Credit, three hours. A study of plants with reference to their environment and distribution. Problems will be discussed in lecture and applied in the laboratory and in the field. Each student will make a study of the factors governing plant life in a given area and prepare a summary of his study. Prerequisite: Biology 208. Summers, on demand.
321. **Plant Taxonomy.** Credit, three hours. Identification and classification of the seed-bearing plants and ferns of the Eastern Panhandle area. Each student will prepare a small herbarium, and field trips will be planned to introduce the student to field work and to acquaint him with plant life. Prerequisite: Biology 208. Second semester.
332. **Comparative Anatomy.** Credit, four hours. A detailed comparative study of amphioxus, a shark, and a mammal. Prerequisite: Biology 209. First semester.
344. **Genetics.** Credit, three hours. A general culture course intended to acquaint the student with the laws and principles of heredity, with discussions of current developments in heredity. Prerequisites: Biology 208 and 209. Second semester, even years.
401. **Histology.** Credit, four hours. To acquaint the student with the principles involved in the use of the microscope and its accessories and with the technique employed in the study of microscopic anatomy, and to familiarize him with the structure of animal tissues. Prerequisites: Biology 208 and 209. Second semester. Even years.
402. **Histological Techniques.** Credit, three hours. To provide training in the techniques apropos to tissue preparation for microscopic study. Experiences in preparation of both animal and plant tissue will be provided. There will also be afforded an opportunity to prepare whole amounts of unicellular plants and animals as well as some small multicellular organisms. On demand.
404. **Parasitology.** Credit, three hours. An elementary course dealing with parasitic protoza, worms, and arthropoda, and their relationship to diseases of man and higher animals. On demand.
406. **Embryology.** Credit, four hours. A study of the development and structure of the germ cell, the fertilization and cleavage of the egg, the formation of the principal organs of the body, and the histologic differentiation of tissues of vertebrates. Prerequisites: Biology 208 and 209. Second semester. Odd years.
410. **Plant Physiology.** Credit, three hours. Designed to acquaint the student with certain fundamental physiological processes. Emphasis is placed on physiological principles and their application to the living plant. One should have a background of biology and chemistry to qualify for this course. First semester. On demand.
415. **Biological Research.** Credit, one to three hours. Outstanding biology majors are given an opportunity to work on some problems of a research nature. This work is done under the direction of the biology staff. An opportunity is given those who do an outstanding job to have their findings published through the West Virginia Academy of Science. On demand.

CHEMISTRY

Purposes: The subject matter presented in the course of chemistry is intended to give the student adequate training and a proficiency in laboratory techniques such that he may enter the field of industrial chemistry or enter any graduate school in the field of chemistry. Another purpose is to fit the students to be teachers of chemistry and general science. The subject matter serves, in part, as a basic knowledge and training for related fields and, in part, as knowledge requisite for an appreciation of our life and times.

Curriculum for a Major in Chemistry

Required courses, 32 hours:

| | |
|-----------------------------|---|
| General Chemistry 101, 102 | 8 |
| Qualitative Analysis 311 | 4 |
| Quantitative Analysis 312 | 4 |
| Organic Chemistry 315 | 4 |
| Organic Chemistry 316 | 4 |
| Physical Chemistry 401, 402 | 8 |

Courses recommended:

| | |
|---------------------------|----|
| General Physics 211, 212 | 8 |
| Intermediate Algebra 103 | 3 |
| Trigonometry 106 | 3 |
| Advanced Algebra 201 | 3 |
| Analytic Geometry 232 | 4 |
| Calculus 305, 306 | 8 |
| Physical Geology 206 | 3 |
| Historical Geology 207 | 3 |
| Foreign Languages | 12 |
| Advanced Quantitative 321 | 3 |
| Advanced Organic 405, 406 | 6 |

Curriculum for a Minor in Chemistry

Required courses, 24 hours:

| | |
|----------------------------|---|
| General Chemistry 101, 102 | 8 |
| Qualitative Analysis 311 | 4 |
| Quantitative Analysis 312 | 4 |
| Organic Chemistry 315, 316 | 8 |

Curriculum for a Teaching Field in Physical Science

Requirements, 40 hours:

| | |
|---|-----|
| General Chemistry 101, 102 | 8 |
| Qualitative Analysis 311 and/or Quantitative Analysis 312 | 4-8 |
| Organic Chemistry 315, 316 | 4-8 |

Elective chemistry which with the above will give a total of 22 hours.

| | |
|------------------------------------|---|
| General Physics 211, 212 | 8 |
| Introduction to Modern Physics 323 | 3 |

Elective physics which with the above will give a total of 18 hours of physics.

101. **General Chemistry.** Credit, four hours. Gives an understanding of the principles of chemistry. First semester.
102. **General Chemistry.** Credit, four hours. Continuation of Chemistry 101. Second semester.
103. **Elementary Chemistry.** Credit, four hours. Gives a basic understanding of chemistry and its applications. Not for chemistry majors or minors. First semester.
104. **Elementary Chemistry.** Credit, four hours. Continuation of Chemistry 103. Second semester.
200. **Assigned Topics.** Credit, one to three semester hours. One hour devoted to chemical theory and problem review. Two hours of supervised laboratory work at the individual's level. Prerequisites: Chemistry 101, 102. On demand.
203. **Chemistry Problems.** Credit, one to three semester hours. One hour devoted to discussion of chemical equivalence and equilibria. Two hours of independent laboratory work on minor research problems. Prerequisites: Chemistry 101, 102. Summer and on demand.
301. **Inorganic Chemistry.** Credit, three hours. Modern theories of chemical reactions, valence, and molecular structure. Prerequisites: Chemistry 101, 102. On demand.

302. **Inorganic Chemistry.** Credit, three hours. A study of the periodicity of the chemical and physical properties of the elements. Prerequisite: Chemistry 101, 102. On demand.
311. **Qualitative Analysis.** Credit, four hours. One lecture and three laboratory periods per week. Theories of mass action, chemical equilibrium, oxidation and reduction and their application in qualitative analysis. Prerequisites: Chemistry 101, 102. First semester.
312. **Quantitative Analysis.** Credit, four hours. One three-hour laboratory period each week per hour credit. Individual and class conferences as required. Practice and theory in gravimetric and volumetric analysis of inorganic substances. Prerequisites: Chemistry 101, 102. Second semester.
315. **Organic Chemistry.** Credit, four hours. Two lectures and two three-hour laboratory periods per week. Study of structure properties and preparation of aliphatic compounds. Prerequisites: Chemistry 101, 102. First semester.
316. **Organic Chemistry.** Credit, four hours. Continuation of Chemistry 315. Three lectures and one three-hour laboratory period per week. Introduction to study of aromatic compounds. Prerequisite: Chemistry 315. Second semester.
321. **Advanced Quantitative Analysis.** Credit, one to three semester hours. One three-hour laboratory per week per hour credit, advanced techniques of analysis emphasizing commercial methods and use of instruments. Prerequisite: Chemistry 312. On demand.
401. **Physical Chemistry.** Credit, four hours. Two lectures and two laboratory periods per week. Course deals with structure of matter, transitions from state to state, phase rule, and other physio-chemical changes. Prerequisites: Chemistry 311, 312, Physics 211, 212. First semester.
402. **Physical Chemistry.** Credit, four hours. Continuation of Chemistry 401. Second semester.
403. **Inorganic Preparations.** Credit, one to three hours. Advanced laboratory course. One three-hour laboratory per week per hour credit. Synthesis of inorganic compounds. Prerequisites: Chem. 311 and 312. On demand.
405. **Organic Chemistry.** Advanced laboratory course. Credit, one to three semester hours. One three-hour laboratory period per week per hour credit. For the advanced students of organic chemistry. Chemistry 315 and 316 must precede or accompany this course. On demand..
406. **Organic Chemistry.** Credit, one to three hours. Continuation of Chemistry 405. On demand.
416. **Research in Chemistry.** An independent study. Credit, one to three hours. Qualified students are given an opportunity to pursue minor research work under the supervision of the chemistry staff.

GENERAL SCIENCE

Purposes: To enable the student to acquire general knowledge of our physical universe, to come to understand the science of chemistry and physics as they affect our daily living and to acquire general knowledge of our physical resources and mineral products.

101. **General Astronomy.** Credit, three hours. A descriptive course dealing with the physical nature of the stars, sun and planets as seen by the modern astronomer. On demand.

101. **General Biological Science.** Credit, four hours. For the student who will take no further biology beyond this course and Biology 102. The course deals with the basic values of biology in relation to civilization and modern culture. The course considers the organization and functions of living organisms in general as well as the relationship between these organisms and the connection with their physical environment, but emphasis throughout is placed on the importance of the human being and his relationships with other organisms. The laboratories are to serve the purpose of further clarifying problems. First semester and summer.
102. **General Biological Science.** Credit, four hours. A continuation of Biology 101. Second semester and summer.
103. **General Physical Science.** Credit, four hours. A survey course in physical science encompassing astronomy, chemistry, geology, meteorology, nuclear science and physics. The principles and applications presented are characteristic of introductory courses in the separate areas listed above. The scientific approach to problem solving and the interdependency of the areas of science are emphasized. Three lecture-recitation periods and one double laboratory period per week. First semester and summer.
104. **General Physical Science.** Credit, four hours. A continuation of General Physical Science 103. Second semester and summer.
206. **Physical Geology.** Credit, three hours. A general study of igneous, metamorphic, and sedimentary rocks, relief, water and the more important minerals and ores. First semester, on demand.
207. **Historical Geology.** Credit, three hours. A study of the history of the earth—its changing face and structure and the changing forms of living things whose remains or traces are found in the rocks. The program of study will include several field trips. Second semester on demand.
300. **History of Science.** Credit, three hours. A general survey of the progress of science from earliest times to the present. The main scientific discoveries and theories are considered in their historical perspective. On demand.
305. **Earth Science.** Credit, three hours. A course which directs attention to the planet we live on and its place in its solar system. A study of our solar system, physical geography, geology and meteorology with emphasis on the maps of each, field observations, and applications of theory to practical situations comprise the subject matter. On demand.
310. **The Teaching of Science in the Elementary School.** Credit, two hours. A course designed to aid the prospective elementary teacher in the planning and administering of elementary science in grades one through six. Emphasis will be placed upon the organizing and presenting of such experiences as field trips, experiments, etc. On demand.

PHYSICS

Purpose: To promote scientific thinking; to acquaint the student with the physics of his environment, thus making him more at home in it; to prepare the student for professional schools; to supply competent teachers for the public schools; to furnish the background necessary for the success of students of the other disciplines.

Curriculum for a Minor in Physics

Required courses, 23 hours:

| | | |
|------------------------|-------|----|
| General Physics 211 | | 4 |
| General Physics 212 | | 4 |
| Selected from Group II | | 15 |

Physics minors should plan to complete Calculus 306 by the end of the sophomore year.

Group I

211. **General Physics.** Credit, four hours. An introductory treatment of the fundamentals of mechanics, heat and sound. Three lecture-recitation periods and one double laboratory period per week. First semester.
212. **General Physics.** Credit, four hours. An introductory treatment of the fundamentals of electricity, magnetism and light. Three lecture-recitation periods and one double laboratory period per week. Prerequisite: Physics 211. Second semester.
310. **Photography.** Credit, three hours. An introductory course in photography dealing with the characteristics and uses of various types of cameras, lenses, filters, and films. Developing and printing will be done in laboratory sessions. The physics appropriate to the subject will be treated. Summer. On demand.
311. **Fundamentals of Physics for High School Teachers.** Credit, three hours. A survey of general physics with special reference to the fundamental concepts, demonstrations, use of equipment, organization of subject matter and effective methods of teaching. Prerequisite: Physics 212. On demand.

Group II

319. **Mechanics.** Credit, four hours. A development of the fundamental concepts and principles of mechanics, using mathematical methods. Prerequisites: Physics 211 and consent of instructor. Second semester.
320. **Heat.** Credit, four hours. A development of the fundamental concepts concerning heat, the gas laws and elementary thermodynamics. Prerequisites: Physics 211 and consent of instructor. Second semester.
321. **Light.** Credit four hours. Covers the fundamental principles of geometrical and physical optics. Work is done in optical instruments, spectrometer, interferometry and polarization. Prerequisites: Physics 212 and consent of instructor. On demand.
322. **Electricity and Magnetism.** Credit, four hours. An introduction to the theory of electricity and magnetism and to its application in practical problems. Prerequisites: Physics 212 and consent of instructor. First semester.
323. **Introduction to Modern Physics.** Credit, three hours. An introduction to contemporary atomic physics. Particle analysis, phenomenon connected with the structure of the atom. Radioactivity and evidence for the planetary model of the atom are treated. Electron and nuclear masses and charges are also considered. Prerequisites: Physics 212 and consent of instructor. First semester.

MATHEMATICS

Purposes: To develop the ability of the individual to use the methods of mathematical reasoning; to furnish the mathematical tools prerequisite to

success in the natural sciences and engineering; to provide a thorough understanding of the processes and purposes of mathematics together with sound training in subject matter and an appreciation of contemporary trends in classroom methods and materials for those preparing to teach mathematics in the public schools; to improve the general understanding of the basic principles necessary to mechanical and scientific development; to foster the broader and more intelligent use of quantitative data in all fields of knowledge; and to promote an appreciation of the value of the study of mathematics as a separate and independent discipline.

Curriculum for a Major or Teaching Field in Mathematics

| | |
|---|----|
| Total hours required for a major and teaching field | 30 |
| Required courses 18 hours: | |
| Trigonometry 106 | |
| Advanced Algebra 201 | 3 |
| Analytic Geometry 232 | 4 |
| Calculus 305, 306 | 8 |
| Electives from 400 level | 12 |

Curriculum for a Minor in Mathematics

| | |
|----------------------------------|----|
| Total hours required for a minor | 24 |
| Required courses, 18 hours: | |
| Trigonometry 106 | |
| Advanced Algebra 201 | 3 |
| Analytic Geometry 232 | 4 |
| Calculus 305, 306 | 8 |
| Electives from 400 level | 6 |

The following courses should be taken by students in elementary education who are interested in a minor teaching field in mathematics:

Required:

| | |
|--|---|
| Intermediate Algebra 103 | 3 |
| Trigonometry 106 | 3 |
| Arithmetic for Elementary Teachers 300 | 2 |
| Advanced Algebra 201 | 3 |
| Introduction to Mathematics 215 | 3 |

103. **Intermediate Algebra.** Credit, three hours. Offered for those not having the second year of high school algebra. First semester.
106. **Trigonometry.** Credit, three hours. Prerequisite: Mathematics 103 or equivalent high school mathematics. A course in plane trigonometry together with selected topics from spherical trigonometry. First semester.
201. **Advanced Algebra.** Credit, three hours. Prerequisite: Mathematics 103 or equivalent high school mathematics. More advanced topics in algebra, including progressions, permutations and combinations, the binomial theorem, Mathematical induction, and an introduction to theory of equations. This course may be taken concurrently with Mathematics 232. Each semester.
202. **Slide Rule.** Credit, one hour. A course designed to acquaint students with basic operations on the standard slide rule. On demand.
211. **Mathematics of Finance.** Credit, two hours. Principles of interest and discount, annuities and insurance, amortization, bonds, and similar topics. Required for all business administration majors. First semester.

215. **Introduction to Mathematics.** Credit, three hours. Prerequisite: high school algebra. Reasoning, development of elementary mathematics, the idea of a limit, topics in modern mathematics, the nature of mathematics and its relation to modern civilization. Required of all students except those approved by their adviser to take Mathematics 201. Each semester.
232. **Analytic Geometry.** Credit, four hours. The methods of algebra applied to the field of geometry. Introduction to the conic sections and certain transcendental curves. Certain topics in the analytic geometry of three dimensions. Prerequisite: Mathematics 106. This course may be taken concurrently with Mathematics 201, but not before. Second semester.
300. **Arithmetic for Elementary Teachers.** Credit, two hours. A course in the operations and process of arithmetic as taught in the elementary school. Emphasis is placed upon the principles of teaching, the special problems encountered, and the evaluation of the objectives of the elementary-school arithmetic program. Critical study of teaching materials for this level constitutes an important part of the course. Prerequisite: Must be of junior standing. Open to elementary teachers only. First semester.
305. **Calculus.** Credit, four hours. Prerequisites: Mathematics 201 and 232. Fundamental ideas and applications of differential and integral calculus. Emphasis is placed upon the correlation of calculus with physics and mechanics. The latter part of the second semester is devoted to special topics. First semester.
306. **Calculus.** Credit, three hours. Continuation of Math 305.
- 310a-b. **Arithmetic Clinics.** Credit, one hour each. Offered in summer school only.
314. **Statistical Analysis.** Credit, three hours. A course for those needing an elementary knowledge of statistical methods and the interpretation of statistical data. Frequency distributions, measures of central tendency and dispersion, correlation, elementary analysis of variance, and similar topics. The problem approach is emphasized. Required of business administration majors. Second semester.
401. **Differential Equations.** Credit, three hours each semester. Prerequisite: Mathematics 305-306. Methods of solving differential equations and their application in the physical and biological sciences. Both ordinary and partial differential equations are included.
402. **Differential Equations.** Credit, three hours. Continuation of Math 401. Second semester. Alternate years.
404. **Number Theory.** Credit, three hours. Prerequisite: Mathematics 305-306. An introductory course in number theory with emphasis on the classical theorems and problems. Second semester.
405. **Topics in Modern Mathematics.** Credit, three hours. Prerequisites: Approval of the instructor. A survey course designed to acquaint advanced students with certain topics outside the traditional course in mathematics. First semester. Alternate years.
407. **Linear Algebra.** Credit, three hours. Prerequisite: Approval of the instructor. Vectors and analytic geometry of space, Euclidean n-space, linear transformations and matrices, bilinear and quadratic forms, and complex number field, polynomial rings, and similar topics. On demand.

410. **Advanced Calculus.** Credit, three hours. Prerequisites: Mathematics 305-306. Continuation of the study of calculus. Extensions and applications of integration. Infinite series, and infinite products. Selected topics in real variables. First semester. Alternate years.
411. **Advanced Calculus.** Credit, three hours. Continuation of Math. 410. Second semester. Alternate years.
414. **History of Mathematics.** Credit, two hours. Chronological and topical study of development of mathematics through the first steps in calculus. Of particular importance to mathematics teachers. Second semester. Alternate years.
421. **Introduction to Abstract Algebra.** Credit, three hours. Prerequisites: Mathematics 305 and Mathematics 306. Provides the student with a body of facts from number theory, group theory, and formal algebra necessary to the understanding and appreciation of abstract algebra. First semester. Alternate years.
423. **Teaching of Secondary Mathematics.** Credit, two hours. See Education 424. First semester.
425. **Projective Geometry.** Credit, three hours. Homogeneous coordinates, higher dimensional spaces, conics, linear transformations and quadric surfaces, and similar topics. On demand.
430. **Independent Study.** Credit, one to three hours. Under certain conditions advanced students may be admitted to independent study in mathematics. For detailed requirements see page 35 of the catalog. On demand.

NURSING EDUCATION

Plan: The college has an affiliation with the Kings Daughters Hospital in Martinsburg, West Virginia, for the first semester of the basic nursing course whereby the students receive seventeen hours of credit for the following collegiate courses:

- 101N. **Chemistry.** Credit, three hours. This course emphasizes the fundamental laws of chemistry applied alike to inorganic and organic compounds. Time is also devoted to those phases of biochemistry which are essential to the fields of nursing and medicine.
- 201N. **Anatomy and Physiology.** Credit, five hours. In this course there is an integration with the anatomy and physiology of each system. Laboratory work supplements the text in which related experiments in physiology are performed.
- 202N. **Psychology.** Credit, two hours. Emphasis is placed upon the individual adjustment to new and changing environment as well as methods of study, learning and motivation.
- 203N. **Nutrition and Cookery.** Credit, two hours. This course is planned to give the student nurse the general information which she needs relative to normal nutrition and to the care and preparation of food.
- 207N. **Sociology.** Credit, two hours. The focus is upon the patient as a member of his society with special concern for those elements of social interactions which contribute to his being a patient.
- 310N. **Microbiology.** Credit, three hours. Through the use of lecture, laboratory and discussion, the student gains a general knowledge of micro-organisms and their relation to health and disease and is taught the practical application of the principles of microbiology.

SHEPHERD COLLEGE GRADUATES FOR 1963**Bachelor of Arts**

Judith Louise Beavers, Martinsburg, West Virginia
Catherine Mercer DeGrange, Charles Town, West Virginia
Sylvia Darlene Harmon, Martinsburg, West Virginia
Allan Terrell LaRue, Piedmont, West Virginia
Robert Carl Leonard, Weirton, West Virginia
Maurice White Martindale, Glasgow, Pennsylvania
Robert Moore, Gainesboro, Virginia
Betty Bruce Miles Pringle, Martinsburg, West Virginia
Charles William Shobe, Moorefield, West Virginia
Richard Buckner Smith III, Berryville, Virginia
Carol Jean Tabler, Martinsburg, West Virginia
Paul Edward Thompson, Martinsburg, West Virginia
John Michael Wallingford, Woodsboro, Maryland
W. Alan Wishard, Waynesboro, Pennsylvania

Bachelor of Arts in Elementary Education

Caroline R. Bateman Phillips, Waynesboro, Virginia
Ruth Helen Barratt, Charleston, West Virginia
Doris Barger Bennett, Brunswick, Maryland
Martha Bittner, Waynesboro, Pennsylvania
Sandra Ann Carlotti, Walkersville, Maryland
Emily Wilhelminia Cook, Hagerstown, Maryland
Mary Ann Crouse, Martinsburg, West Virginia
Marie Elaine DeMasi, Arlington, Virginia
Rita Louise DeMasi, Arlington, Virginia
Jess Blair Dietrick, Harrisburg, Pennsylvania
Leontine T. Doyle, Boonsboro, Maryland
Louis Franklin Hanifan, Shepherdstown, West Virginia
Thelma A. Harman, Boonsboro, Maryland
Bonnie Jean Hockman, Thurmont, Maryland
Barbara Ann Lucas, Hagerstown, Maryland
Ethel A. Markle, Martinsburg, West Virginia
Ethel Funkhouser Miller, Martinsburg, West Virginia
Madge Sherrard Miller, Inwood, West Virginia
Shirley Ann Clark Miller, Berkeley Springs, West Virginia
Betsy Ann Mills, Martinsburg, West Virginia
Sarah Kathryn Potter Mulledy, Romney, West Virginia
Mildred Seagraves Schmid, Waynesboro, Pennsylvania
Agnes Virginia Merchant Shriner, Ranson, West Virginia
Elnora Whitacre Smith, Keyser, West Virginia
Judith Lee Snyder, Charles Town, West Virginia
Irma Helene Spec, Shepherdstown, West Virginia
Katherine Virginia Spiker, Martinsburg, West Virginia
Mildred Ash Stup, Frederick, Maryland
Winnie Louise Teets, Needmore, West Virginia
Lola G. Timbrook, Augusta, West Virginia
Sandra Hunter Van Metre, Buckhannon, West Virginia
Mary E. Marshall Walters, Wheeling, West Virginia
Alice R. Whitlow, Martinsburg, West Virginia
Diane Knollman Woods, Falls Church, Virginia

Bachelor of Arts in Secondary Education

Paul William Apple, Berkeley Springs, West Virginia
Bonnie Ann O'Rourke, Martinsburg, West Virginia
Evelyn Earp Alocco, Shepherdstown, West Virginia
Guy Richard Baer, Greencastle, Pennsylvania

Judith Lynn Ravenscraft Barrick, Keyser, West Virginia
Gladys Marie Baker Beard, Boonsboro, Maryland
Rony Ellen Bolton, Brandywine, West Virginia
Hilda McKenna Brothers, Hagerstown, Maryland
Mary Lou Burkholder, Hagerstown, Maryland
Robert Ronald Clark, Arlington, Virginia
LeRoy Shull Clem, Shepherdstown, West Virginia
Shirley Anne Corbitt, Hendricks, West Virginia
Ronald Lee Crane, Buckhannon, West Virginia
Leora Bernese Culhane, Federalsburg, Maryland
Joan Evelyn Stokes Cunningham, Front Royal, Virginia
Scott Walton Davis, Jr., Manassas, Virginia
Marie Louise DeMasi, Rahway, New Jersey
Nancy Lee Ruble Duncan, Wheeling, West Virginia
Barry Griffith Eby, Chambersburg, Pennsylvania
Gary Lee Roy Edwards, Martinsburg, West Virginia
Gloria Belle Elliott, Martinsburg, West Virginia
Stephen Wesley Everhart, Martinsburg, West Virginia
Sandra Lee Fry, Martinsburg, West Virginia
Georgianna Kay Halterman, Moorefield, West Virginia
John William Handzo, Shepherdstown, West Virginia
Virginia Rosetta Hardy, Millville, West Virginia
Elizabeth Jane Haymond, Hagerstown, Maryland
Gay Joyce Hewett, Berkeley Springs, West Virginia
Phyllis Malie Hill, Boonsboro, Maryland
Charles Hine, Charles Town, West Virginia
Ida Elizabeth Hodges, Shepherdstown, West Virginia
John Franklin Homan, Sugar Grove, West Virginia
Judy V. Hudson, Millsboro, Delaware
Martha Jane James, Purceville, Virginia
Annette Maria Janssen, Madison, New Jersey
Audry Keeler, Strasburg, Virginia
Margaret Ann Kline, Paw Paw, West Virginia
Marvin E. Luckett, Shepherdstown, West Virginia
Gary L. Lushbaugh, Hagerstown, Maryland
Mary Frances Mason, Martinsburg, West Virginia
Linda Ruth Metcalf, Keyser, West Virginia
Charles David Miller, Inwood, West Virginia
Hensel Byron Myers, Charles Town, West Virginia
Kenneth Linden Newbraugh, Shepherdstown, West Virginia
Deloris Jean Day O'Brien, Shepherdstown, West Virginia
John Edward Peiffer III, Waynesboro, Pennsylvania
Duane Russell Peterson, Martinsburg, West Virginia
Sylvia Reid, Hagerstown, Maryland
Emma Jane Renn, Martinsburg, West Virginia
Janet Yvonne Riley, Keyser, West Virginia
Barbara Butts Ritenour, Martinsburg, West Virginia
Lula Belle Younker Robertson, Berkeley Springs, West Virginia
Ellen Louise Roof, Hagerstown, Maryland
Henry Martin Ruppenthal III, Berkeley Springs, West Virginia
Herbert L. Seibert, Berkeley Springs, West Virginia
Charlotte Maleta Miller Smith, Hagerstown, Maryland
Paxton Gregg Snyder, Shepherdstown, West Virginia
Robert Nelson Stottlemeyer, Greencastle, Pennsylvania
James O. Stup, Frederick, Maryland
Dorothy Ann Thurston, Hagerstown, Maryland
Bernard F. Tonalli, Jr., Martinsburg, West Virginia
Paul Wayne Wachter, Berkeley Springs, West Virginia
Duke Anthony Whitmore, Baltimore, Maryland
Isabelle Rockwell Young, Berkeley Springs, West Virginia

Bachelor of Science

Nicholas John Pappas, Washington, D. C.
Richard Lee Bauerlien, Hampstead, Maryland
Frederick William Bauserman, Martinsburg, West Virginia
Rony Ellen Bolton, Brandywine, West Virginia
Francis Bernard Carey, Jr., Washington, D. C.
Harold Charles Carl II, Front Royal, Virginia
Robert Allen Cavaiola, Arlington, Virginia
Albert Louis Chace, Washington, D. C.
Clarence Lee Cook, Washington, D. C.
Shirley Anne Corbitt, Hendricks, West Virginia
John Floyd Covalt, Jr., Needmore, Pennsylvania
Allen Lee Cover, McConnellsburg, Pennsylvania
Donald Richard Cover, McConnellsburg, Pennsylvania
Roscoe Brooks Dean, Romney, West Virginia
Marie Louise DeMasi, Rahway, New Jersey
Thomas Edward Donegan, Jr., Williamsport, Maryland
Joseph Howard Doyle, Mount Airy, Maryland
Gloria Belle Elliott, Martinsburg, West Virginia
Ronnie Eugene Engle, Frederick, Maryland
Charles Richard French, Shenandoah Junction, West Virginia
Harry Allen Garvin, Knoxville, Maryland
Dallas Nolan Giffin, Hagerstown, Maryland
James Coleman Grafton, Moorefield, West Virginia
Shirley Eugene Gray, Ranson, West Virginia
Elaine Ursula Gutekunst, Martinsburg, West Virginia
John W. Headlee, Shepherdstown, West Virginia
Larry William Henderson, Falling Waters, West Virginia
Ida Elizabeth Hodges, Shepherdstown, West Virginia
Diane Alice Ingrick, Forest Heights, Maryland
Joan Lamour Jackson, Charles Town, West Virginia
Rodolfo Fernando Karg Caballero, Arlington, Virginia
Robert Grove Kendall, McConnellsburg, Pennsylvania
Terry Lance King, Hershey, Pennsylvania
Gerald Milton Lancaster, Lonaconing, Maryland
Larry Wayne Layman, Frederick, Maryland
Lucretia Drusilla Leather, Smithsburg, Maryland
Helen Suzanne Egnor Leonard, Martinsburg, West Virginia
Howard Richard Lochner, Frederick, Maryland
Jean Lake Lonberger, State College, Pennsylvania
Ralph Hendricks Marr, Falls Church, Virginia
Edwin R. Mason, Hagerstown, Maryland
Larry William Masters, Inwood, West Virginia
Peter Menke, Barnesville, Maryland
F. David Moore, Rahway, New Jersey
Sandra Jean Moore, New Castle, Delaware
Sanford J. Moore, New Castle, Delaware
Stanley Hutchison Morgan, Jr., Arlington, Virginia
Richard Daniel Munch, Hagerstown, Maryland
Kenneth William Myers, Martinsburg, West Virginia
John Thomas O'Brien, Jr., Suitland, Maryland
Michael Joe Peach, Kingwood, West Virginia
Charles Leon Pierce, Berryville, West Virginia
Denny Lee Place, Bunker Hill, West Virginia
Betty Isabel Powers, Moorefield, West Virginia
David Reilly, Elkridge, Maryland
Emma Jane Renn, Martinsburg, West Virginia
William Austin Richardson, Jr., Arlington, Virginia
Barbara Butts Ritenour, Martinsburg, West Virginia
Annamae Maria Rohanic, Pittsburgh, Pennsylvania
Terry Lee Rohrer, Hagerstown, Maryland

James Eugene Ross, Martinsburg, West Virginia
 Beverly Annette Shipe, Lost City, West Virginia
 Jeffrey Saville Shultz, Shepherdstown, West Virginia
 Jackie Lee Simon, Franklin, West Virginia
 Ralph Barry Sprecher, Hagerstown, West Virginia
 Joseph Elwood Stover, New Midway, Maryland
 Richard L. Tacey, Great Falls, Virginia
 Franz Michael Taylor, Martinsburg, West Virginia
 Ronald Courtney Taylor, Winchester, Virginia
 Douglas Warren Tindal, Arlington, Virginia
 Richard George Troup, Hagerstown, Maryland
 Samuel Gilmore Umstot, Jr., Keyser, West Virginia
 Samuel Worth Warner, Riverton, West Virginia
 Ronald Dayne Weicht, Funkstown, Maryland
 Frances Christine Wooldridge, Washington, D. C.
 Robert Joseph Wooldridge, Washington, D. C.
 John Henry Wyndham, Martinsburg, West Virginia
 Isabelle Rockwell Young, Berkeley Springs, West Virginia
 John Robey Young, Martinsburg, West Virginia

Associate of Arts

Bonnie L. Butler, Shepherdstown, West Virginia
 Lana Kay Tallent, Moorefield, West Virginia
 Joan Carolyn Thomas, Moorefield, West Virginia

SUMMARY OF STUDENTS 1963-64

| | Men | Women | Total |
|---|------------|------------|-------------|
| I Summer 1963 | 139 | 283 | 422 |
| II Summer 1963 | 97 | 147 | 244 |
| TOTAL | 236 | 430 | 666 |
| Regular Term 1963-64—1st Semester: | | | |
| Freshmen | 134 | 133 | 267 |
| Sophomores | 98 | 111 | 209 |
| Juniors | 104 | 80 | 184 |
| Seniors | 124 | 71 | 195 |
| Special | 2 | 2 | 4 |
| Part-time | 23 | 11 | 34 |
| Evening | 36 | 64 | 100 |
| Extension | 3 | 36 | 39 |
| GRAND TOTALS | 760 | 938 | 1698 |
| Duplicates due to attendance in both summer sessions and regular term | 96 | 99 | 195 |
| NET TOTALS | 664 | 839 | 1503 |

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